

NONPROFIT DRIVEN 2022 TRAVEL REIMBURSEMENT PROGRAM

ONN is pleased to offer a travel reimbursement to support nonprofit workers in Ontario from outside Toronto to attend Nonprofit Driven on November 2 and 3, 2022. This application is intended to support nonprofit workers who otherwise would not be able to attend the ONN conference.

Applications are approved on a first-come-first-served basis and on availability of funds. The funds are paid as an reimbursement after the event.

Eligibility

This reimbursement is for Ontario-based nonprofit workers who would not be able to attend Nonprofit Driven without financial support for travel and/or accommodation.

You must be travelling a distance greater than 100km one-way to attend the Nonprofit Driven conference at the Metro Toronto Convention Centre (a minimum of 200km roundtrip).

You must also get prior approval by filling out [this form](#).

Please note that only one travel reimbursement application per organization is permitted.

Applications will be accepted until Monday, September 26, 2022 or until funds are no longer available.

Process for Reimbursement

1. If you meet the eligibility requirements, please fill out [this form](#). Note: It will ask for the distance and estimated cost of your travel so please have that information ready.
2. If approved, you will receive an email informing you of the maximum reimbursement ONN is able to offer you. This will correspond to the terms and conditions below.
3. Make sure you receive and keep itemized receipts/paid invoices for your travel and hotel expenses. (Please see below for more information.)
4. Closer to the conference, we will send you paperwork to complete to receive your reimbursement. You will have until December 2, 2022, a month after the conference, to send us your paperwork.
5. After you attend the conference, please send us your completed paperwork. Reimbursement takes approximately 30 days.

Terms and Conditions

This reimbursement applies to accommodations and travel only. Parking, taxis, meal incidentals/allowances, and other costs are excluded. Travel includes car (mileage), train, plane, or bus based on the most affordable option.

When making your travel arrangements, please keep in mind that ONN will reimburse as follows:

- ONN will reimburse train, air, and bus travel by economy/coach only and will reimburse up to 75% of the total estimated costs included in the application form.
- Car travel is reimbursed at \$0.61/km. No other vehicle costs will be eligible (e.g. gas, car rental costs, parking, etc.).
- ONN will reimburse hotel stays up to a maximum of \$250/night for a maximum of two nights. All costs over \$250/night (including taxes and fees) will not be covered. We encourage you to book at Radisson Blu Downtown Toronto [using this link](#), but you are free to book other accommodations a reasonable distance from the convention centre.

Reimbursements cannot exceed the total amount approved by ONN. Reimbursements for travel costs cannot exceed \$500. If you are coming from a distance where you may require more than \$500 for travel, please contact admin@theonnc.ca.

Travellers are encouraged to seek seat sales and discounts appropriately. For air, train, and bus travel, economy-cabin lowest fare applies. Upgrades are acceptable provided there is no additional cost to the ONN.

Cancellation expenses or additional expenses related to a change in travel plans (e.g. airfare) will not be considered for reimbursement. ONN will also not cover any travel related insurance. Exceptional circumstances may be considered by the Executive Director.

Attendance at the conference is mandatory for reimbursement.

After the conference, to receive your travel reimbursement, you will need to submit the following to admin@theonnc.ca with the subject "Travel Reimbursement" by December 2, 2022:

- A. A completed Nonprofit Driven Travel Reimbursement Expense Form.
- B. A completed form to set up electronic payments. (ONN provides online payments.)
- C. Itemized receipts/paid invoices of travel and/or hotel expenses. (See below for more details.)
These can be PDFs, or full photos/scans.

The paperwork to be completed will be sent to applicants before the conference.

The process for reimbursement takes 30 days. Please note that the funds will be paid via an electronic direct deposit.

An important note about receipts and invoices: Make sure you receive and keep itemized receipts/paid invoices for your travel and/or hotel expenses. These must clearly show the breakdown of what you paid for (including HST), the name of the travel service/hotel company, the dates of your travel/stay, and that you were the passenger/guest. Unfortunately, we cannot accept credit card/debit

slips or other non-itemized receipts on their own. We will be unable to process your reimbursement without itemized receipts/paid invoices.

We are excited to see you at the conference! If you have any questions about the Travel Reimbursement Program or about the conference in general, please contact admin@theonnc.ca or call us at (416) 642-5786 ext. 506.