

Reimbursement Guidelines EQAO Parent Forums Submitting Expense Claims

EQAO is pleased to cover fees for participants and will reimburse all eligible expenses as outlined below.

A) An “EQAO Event Statement of Expenses” form will be provided at the forum.

B) The following chart outlines all eligible expenses for participants.

Type of Expense	Maximum Amount Eligible	Conditions
Accommodations	Standard room rate (plus HST)	EQAO will reimburse participants for accommodation costs at the standard (single/double) rate for each participant travelling more than 160 km round trip. Participants are requested to make their own reservations and identify themselves as an EQAO event participant. Participants are responsible for any other expenses they incur at the hotel (e.g., phone calls, Internet, valet parking, movies).
Mileage	\$0.40 per kilometre (Southern Ontario) \$0.41 per kilometre (Northern Ontario)	If claiming mileage, please provide your home address when submitting claims. Car pooling is encouraged.
Breakfast	N/A	Not applicable the day of the activity, as breakfast will be served.
Lunch	N/A	Not applicable the day of the activity, as lunch will be served.
Dinner	\$20.00	If EQAO has approved travel for the day prior to the start of the presentation, dinner on arrival night will be reimbursed. Alcohol costs are not eligible. Itemized receipts must be provided.
Parking	As per the venue	Original receipts must be provided for parking (e.g., hotel, airport). Valet parking will not be reimbursed.
Air or train fare	Current economy fare	If you require plane or train transportation, you must book the most economical means of transportation. EQAO will reimburse this expense. Original receipts and boarding passes must be provided. Use the hotel shuttle service if provided for transportation between the airport and hotel.
Bus fare	Current economy fare	If you require bus transportation, you must make your own travel arrangements. EQAO will reimburse this expense. Receipts and tickets must be provided when submitting expense claims.

C) Participants should submit the completed “EQAO Event Statement of Expenses” form, with ORIGINAL receipts for travel, mileage, parking and meal expenses, to EQAO Finance Department, 2 Carlton Street, Suite 1200, Toronto, ON, M5B 2M9, within **4 weeks of the forum.** (Retain copies of your receipts.)

D) Upon receipt of the summary expense report, EQAO will issue one payment to the school board for school board employees or directly to participants who are parents and not representing a school board, for all eligible participant expenses.

If you have any questions regarding reimbursements, please e-mail parentforum@eqao.com