



PSO TRAVEL SUBSIDY POLICY

DIVISION: Logistics and Transportation
SUBJECT: External Travel Subsidies
POLICY NUMBER: Ontario Games – PSO Travel Subsidies Policy
EVENT: 2010 Ontario Youth Games

Preamble

Over the past number of Games, one of the main issues/concerns that Provincial Sport Organizations (PSOs) have expressed is the cost associated with external transportation to the Games for their participants (athletes, coaches, managers, major officials). Through the Quest for Gold initiative, the Games Organizing Committee (GOC) is fortunate to be in a position to assist with the costs associated with both external and internal transportation.

In compliance with the Sport Alliance of Ontario policy of providing financial assistance to registered Games participants travelling significant distances to compete the Ontario Games, the GOC has adopted the following travel subsidy policies.

Any action carried out under this policy by any member by a PSO thereof, may be subject to review through the GOC in cooperation with the SAO.

External Transportation

There are 4 modes of transportation that will receive reimbursement depending on the one-way distance of travel from the participant's home community to the sport accommodation destination as measured by Mapquest or Google Maps.

It will be the PSOs' responsibility to submit all claims for their participants. The PSO must submit the appropriate forms to the GOC by March 26, 2010 and reimburse each participant as applicable. External Transportation reimbursements will be forwarded to the PSOs by April 19, 2010.

It is reasonable and certainly our expectation that participants from one community will take advantage of carpooling to save on costs. Where more than one participant is traveling from a community, the following guideline will apply:

- Claims will be honoured for every vehicle traveling from a community, based on the guidelines noted above, and not for every participant traveling from a community. If a claim is submitted for every participant from a community, the claim of \$0.30/km will be pro-rated based on carpooling with 3 participants per car (i.e. – 1 participant \$0.10/km, 2 participants \$0.20/km).



1. Over 600km (ONE WAY) / 1,200 km (ROUND TRIP) - Participants traveling greater than 600km ONE WAY to the Games will be considered for travel via Air, Train, Car/Van or Charter Bus. **NOTE: It is required that all participants will travel via the most cost efficient method to the Games. All travel by Train, Air or Charter Bus must be pre-approved by the GOC in advance of booking. If travel by these methods is not pre-approved then reimbursement will not be guaranteed.**

Air/Train

Pre-approved round trip air/train travel will be covered up to the maximum allowable cost of \$500.00 per participant (maximum allowable cost of \$250 per participant for one-way travel). Additional expenses incurred such as meals during air travel, airport parking, ground transportation to/from the airport and hotel rooms etc. during air travel will NOT be covered. Reimbursement will NOT be provided for flights booked with Air Miles or other reward programs. The GOC will organize shuttles to and from the airport & train station (for registered Games Participants ONLY). NOTE: As an alternative to air travel, subsidy will be provided for a van rental and gas with a minimum of 4 participants up to a maximum of \$800 total if it is more cost efficient.

Car/van

The first 300km (ONE WAY) / 600km (ROUND TRIP) are ineligible for re-imburement. Travel by car/van will be reimbursed at a rate of \$0.30 per km, to a maximum of \$500.00 for a round trip per vehicle. As an example, a participant travels 700 km ONE WAY / 1,400 km ROUND TRIP - they will be reimbursed at \$0.30 x 800 km (1,400km - 600km) for the return trip. 1 vehicle to be used for every 3 participants in a community, except in cases where sport competition equipment is restrictive to the number of passengers a vehicle will fit (e.g. bikes).

Restrictive Equipment Policy & Van Rentals

Should a van be required to transport 3 participants due to restrictive sport competition equipment, rental cost reimbursement will be provided as per the following:

- GOC must pre-approve van rentals. *Cost of fuel is not included in the subsidy amount.*
- Van rental will be covered (as per note on restrictive sport competition equipment) up to maximum allowable cost of \$100/day with a maximum claim of \$500
- Car rental will not be eligible.
- A claim may be made for only one of the following: mileage or rental costs for the van (both cannot be claimed for the same van).
- Claims will be adjusted based on the carpooling method except in cases where sport competition equipment is restrictive to the number of passengers in the vehicle. For example: should only 1 participant travel in a vehicle due to restrictive sport competition equipment the claim will not be pro-rated and the participant will be eligible for mileage reimbursement at a rate of \$0.30 per km.
- Requests for travel with restrictive sport competition equipment must be pre-approved by the GOC.

Charter bus

Charter buses can be utilized where there are at least 25 registered Games Participants coming from one community/district/region. Reimbursement for charter buses will be up to a



maximum of \$5,000. Charter busses with less than 25 participants are subject to approval of the GOC and must be utilized if it is more cost efficient than Air or Train travel for the number of participants travelling from one area if under 25 participants.

2. Between 300km to 599km (ONE WAY) / 600km – 1,198km (ROUND TRIP) - The participant will be reimbursed at a rate of \$0.30 per km. The first 300km (each way) / 600km (round trip) are ineligible for re-imbursement. 1 vehicle to be used for every 3 participants in a community, except in cases where sport competition equipment is restrictive to the number of passengers a vehicle will fit (e.g. bikes).

Restrictive Equipment Policy:

- Claims will be adjusted based on the carpooling method except in cases where sport competition equipment is restrictive to the number of passengers in the vehicle. For example: Should only 1 participant travel in a vehicle due to restrictive sport competition equipment the claim will not be pro-rated and the participant will be eligible for mileage reimbursement at a rate of \$0.30 per km.
 - Requests for travel with restrictive sport competition equipment must be pre-approved by the GOC.
3. Less than 299km (One Way) – No reimbursement will be made.