

Travel and Expense Policy

CAI Community Counselling Fund & Youth Wellness Grant – Fall Grantee Convening 2025

Event Summary

Date & Time: November 13 & 14, 2025, 8:00 am – 4:00 pm, both days

Location: Sandman Hotel Downtown Vancouver, [180 W Georgia St, Vancouver, BC](#)

Summary: Community Action Initiative (CAI) is hosting a 2-day convening event in Vancouver this fall for current grant recipients of the [CAI Community Counselling Fund](#) and the [CAI Youth Wellness Grant](#). Attendees will participate in 2 days of co-learning and sharing with other CAI grantees who also offer low-barrier counselling and/or youth bereavement services.

Attendees: This is a closed event (invite only), with up to 2 representatives per grant recipient. CAI is also inviting some external partners from government, organizations doing work in the mental health and substance use sector, and other funders to join as guests for parts of the event.

Reimbursement Process

CAI can provide travel and accommodation supports at a reasonable cost to participants who have been confirmed to attend the in-person convening event. **Please note that reimbursements will only be provided via e-transfer post-event, upon receipt of valid receipts and banking information.**

Process Steps	Dates	Details
1. RSVP to attend	By September 12, 2025	Please review the eligible expenses sections below. Have each person attending RSVP separately. CAI will reach out to confirm your RSVP.
2. Book your travel (if relevant)	Book flights by September 26, 2025 Book ferries by October 24, 2025	Once your RSVP has been confirmed, book your travel. Save all receipts from eligible bookings and purchases. If you have any questions about eligibility, please contact us <u>before</u> booking.
3. Submit eligible expense claims post-event	Submit between November 15 - December 5, 2025	Post-event, we will provide a secure expense claim form so you can share the banking information we require to process payments. Due to the holiday season, it may take more than 4 weeks for your payment to be processed.

Why is CAI covering travel and accommodation costs for attendees?

Covering travel for all grantees including those in rural and remote locations creates equitable conditions for grantees that would otherwise face high costs to attend an event in downtown Vancouver. We value the voices of grantees from across all regions of BC and want to make sure that financial barriers will not prevent anyone from participating.

Local Attendees: Travel and Accommodations – Eligible Expenses

For confirmed attendees who are coming from within Metro Vancouver:				
Item	Details	Booking Logistics	Eligible for Reimbursement <i>(receipts required for all expenses except mileage)</i>	Not Eligible for Reimbursement
Hotel accommodation	N/A	N/A	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
Air Travel	N/A	N/A	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
Ground Travel	To and from the event on November 13 & 14	Travel by car, bus or transit should be booked by you.	<ul style="list-style-type: none"> Personal vehicle – \$0.70 per km for travel by car. Public transit or bus fares. 	<ul style="list-style-type: none"> Mileage beyond travel to and from the event.
Meals – Travel Days	N/A	N/A	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
Meals – Event	November 13 & 14	Provided by CAI on both event days: breakfast, coffee, snack, and lunch.	<ul style="list-style-type: none"> N/A, provided directly by CAI. 	<ul style="list-style-type: none"> Additional food or beverages outside those provided at the event.
Parking	Full days of November 13 & 14	Provided by CAI at Sandman Hotel.	<ul style="list-style-type: none"> N/A, provided directly by CAI. 	<ul style="list-style-type: none"> Parking tickets or fines.

Out of Town Attendees: Travel and Accommodations – Eligible Expenses

For confirmed attendees who are coming from outside Metro Vancouver:				
Item	Details	Booking Logistics	Eligible for Reimbursement (<i>receipts required for all expenses except mileage</i>)	Not Eligible for Reimbursement
Hotel accommodation	2 nights – November 12 & 13* <i>*In limited cases, such as no Friday evening flights offered home, a third hotel night may be provided.</i>	Booked by CAI.	<ul style="list-style-type: none"> N/A, covered directly by CAI. A credit card is required at check-in for incidental deposit—please let us know in advance if this is a concern. 	<ul style="list-style-type: none"> Incidentals, i.e. laundry services, phone calls, lost key fee.
Air Travel	Arrival: the evening of November 12 Departure: after 4pm on November 14	Booked by yourself <u>or</u> by CAI. If you book your own flight, book by Sept 26, 2025.	<ul style="list-style-type: none"> Round trip from your home location. Economy class fare. One checked bag. 	<ul style="list-style-type: none"> Business or first-class fare. Additional checked bags, oversized bags, add-ons. Incidentals, i.e. lounge passes, in-flight wifi.
Ground Travel and Ferry	Arrival: the evening of November 12 Departure: after 4pm on November 14	Travel by car, ferry, or bus should be booked by you. Book ferries by October 24, 2025	<ul style="list-style-type: none"> Ferry – Regular fare, including walk-on and with a vehicle. Personal vehicle – \$0.70 per km for travel by car (up to the equivalent airfare cost). Public transit or bus fares. 	<ul style="list-style-type: none"> Ferry – Premium or Business fare (if applicable). Personal vehicle – Mileage beyond travel to and from the event.
Meals – Travel Days	Dinner per diem provided on your 2 travel days (arrival & departure)	Purchase made yourself.	<ul style="list-style-type: none"> Dinner: \$36 + GST + 18% gratuity = \$44.60. 	<ul style="list-style-type: none"> Alcohol or gratuities beyond 18%.
Meals – Event	November 13 & 14	Provided by CAI on both event days: breakfast, coffee, snack, and lunch.	<ul style="list-style-type: none"> N/A, provided directly by CAI. 	<ul style="list-style-type: none"> Additional food or beverages outside those provided at the event.
Parking	Full days of November 12-14	Provided by CAI at Sandman Hotel.	<ul style="list-style-type: none"> N/A, provided directly by CAI. 	<ul style="list-style-type: none"> Parking tickets or fines.

Policy on Changes or Cancellations – Flights, Hotel, Ferry

Item	Cut-Off Date	Process	Details
Flights: changes or cancellations	September 26, 2026 (6 weeks before event)	For changes to flights booked by CAI, please contact Adejoke as soon as possible so we can make changes. For bookings made by you, feel free to make changes yourself before the cut-off date and keep the receipts.	Any flight changes, bookings or cancellations made after this date will be made at your expense, including fares, upgrades, additional baggage, change and cancellation fees.
Hotel: changes or cancellations	November 10, 2025 By 12:00 pm (48-hour notice)	CAI will book nights at the Sandman for you based on the information that you provide in your RSVP form. Please contact Adejoke as soon as possible so we can make changes.	For any hotel cancellations after this cut-off or if an attendee does not show up for their hotel reservation, your organization will be invoiced for your room expense.
Ferry: changes or cancellations	November 11, 2025 By 11:59pm (24-hour notice)	Please see the BC Ferries cancellation and change policies for the policy about your booking. For your booking, please make changes yourself before the cut-off date and keep the receipts.	Any ferry changes or cancellations made after this date will be made at your expense, including booking fees, change and cancellation fees, or the cost of unredeemed bookings.

Out of Town Attendees: Arrival Guide

Accommodation

- Check-in time at the Sandman Hotel starts at 4:00 pm on November 12.
- Please visit the Sandman’s website to learn about its location, policies, and amenities which include an indoor pool:
<https://www.sandmanhotels.com/vancouver-downtown>

Transit Recommendations

- We are requesting that out of town attendees take transit to the convening event once you arrive in Metro Vancouver, in alignment with our policy on reasonable costs. If you have mobility or other accessibility needs that would require a taxi or ride-share, please contact [Adejoke](#) to let us know in advance.

- The [Sandman Hotel](#) is very transit accessible. It's a 30-minute transit ride directly from YVR airport to Vancouver City Centre station, and an 8-minute walk from the station to the hotel. From the Horseshoe Bay ferry terminal, it's about an hour bus ride directly from the ferry terminal to the nearest bus stop, which is a 3-minute walk away from the hotel. If you will be driving from YVR Airport, the hotel is 30 minutes away and parking is on-site at the hotel.

All Attendees: FAQ

When can I book my travel?

You can book travel anytime after receiving a confirmation email from Zavi or Adrienne regarding your RSVP, up to the cut-off date of September 26, 2025 for flights and October 24, 2025 for ferries. Bookings made after this date will not be reimbursed.

What if I cannot cover the up-front costs of booking?

Please get in touch with [Adejoke Adeyemi](#) and CAI will cover your costs directly.

Can I leave early or arrive late?

A lot of time, effort and resources has gone into organizing this event, and based on past experiences, late arrivals and early departures can be disruptive. We want everyone to have the best experience possible and to honour the contributions of our speakers and presenters, so we typically don't make exceptions for those who plan to arrive late or leave early.

Once an RSVP is approved, we ask attendees to commit to the full schedule of the convening. If circumstances change, we appreciate timely communication so we can offer the spot to someone on the waitlist. If you're unable to attend the full two days, we encourage you to consider sending another representative in your place.

I'm uncertain if my travel needs are covered by the policy above or I may need additional accommodations, what should I do?

Please reach out to Zavi or Adrienne before booking any travel to discuss your needs.

Contacts

For questions about travel logistics and bookings, please reach out to:

- Adejoke Adeyemi, Executive Assistant, at aadeyemi@caibc.ca.

For questions about event content or eligibility to attend, please reach out to:

- Zavi Swain (Youth Wellness Grant, zswain@caibc.ca), or
- Adrienne Yeung (Community Counselling Fund, ayeung@caibc.ca).

We are grateful to have you join us to share your perspective and look forward to seeing you at the event.