



## 2026 CORK Volunteer Accommodation and/or Travel Reimbursement Form

Updated: January 2026

As a thank you to our volunteers who travel to Kingston to support CORK, the CORK Board has approved reimbursements for some travel and accommodation expenses. Please note:

- Only volunteers who are **not** parents or chaperones of sailors competing at the event may apply.
- Only volunteers who work a minimum of two full days are eligible for reimbursement. However, we understand there may be extenuating circumstances where a volunteer may only be staying for one night. In such cases, the General Manager must approve any claim for reimbursement.
- **Receipts (showing paid) are required for all claims.**

**Please note:** all claims, with receipts, must be submitted before October 1st 2026.

### Accommodation Reimbursements:

From June 25th to August 29th, CORK provides pre-paid accommodation for volunteers at the Queen's University residence. From August 30th to September 28th, CORK provides pre-paid accommodation for volunteers at local residences (Air bnb) and/or hotels as **Queens is no longer available**. If a volunteer chooses alternate accommodation, they may claim a daily reimbursement that is the same amount as the cost of the accommodation at Queens, provided by CORK.

### **Accommodation reimbursements for eligible volunteers are outlined below:**

- Commercial accommodation, until August 29th:
  - Accommodation expenses equal to half of the double rate at Queen's University (\$65/night) per night with receipts.
- Commercial accommodation after August 29th:
  - Accommodation expenses up to \$180/room per night with receipts.
- Non-commercial accommodation:
  - Volunteers staying in private, non-commercial accommodation may claim \$20.00 per night – no receipts are required. This is meant to help offset expenses for your host.
- Please note: Accommodation expenses will be paid for the number of race days at an event (arriving the night before and departing the evening the event finishes).
  - For extenuating circumstances where a volunteer needs to leave Kingston the day after the last day of racing (ie has a flight the next day or a drive over 4 hours), you may request an additional night of accommodation. This must be pre-approved by the General Manager. Please email [sail@cork.org](mailto:sail@cork.org) to request the additional night.

## **Travel Reimbursements:**

**Travel reimbursements for eligible volunteers are outlined below:**

Support is provided to volunteers travelling more than 30 km to Portsmouth Olympic harbour. Travel expenses up to a maximum of \$300 per event may be claimed:

- Travel by vehicle may be claimed at \$0.40/km or with fuel receipts.
- Economy class travel by train or bus.
- ***Expenses in excess of \$300 per event must be pre-approved by the General Manager***  
. Requests to be submitted to: [sail@cork.org](mailto:sail@cork.org) with completed [pre-approval form](#).

## **Additional Reimbursements Details:**

- Reimbursements will be completed after October 1st 2026 via e-transfer. Please make sure the email listed on the reimbursement form is the one you use for e-transfers.
- If you cannot accept e-transfers, please make a note on the reimbursement form.
  - **\*NOTE:** Volunteers residing outside of Canada will be asked to provide banking details in order to complete your reimbursement via wire transfer.
- If you require your reimbursement before October 1st, please email [sail@cork.org](mailto:sail@cork.org) to make your request.

**Please submit all expense reimbursement documents via email ONLY to: [sail@cork.org](mailto:sail@cork.org).**

*\*Thank you to those Volunteers who waive their reimbursement to further support CORK.*



**2026 CORK VOLUNTEER  
REIMBURSEMENT FORM  
UPDATED: January 2026**

\*LAST NAME(S): \_\_\_\_\_ \*FIRST NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\*CITY: \_\_\_\_\_ PROVINCE/STATE: \_\_\_\_\_ \*COUNTRY: \_\_\_\_\_

POSTAL / ZIP CODE: \_\_\_\_\_ \*PHONE: \_\_\_\_\_

\*EMAIL (USED FOR E-TRANSFER if in Canada): \_\_\_\_\_

**\*NOTE:** Volunteers residing outside of Canada will be asked to provide bank details to complete reimbursement by wire transfer.

\*EVENT(S) WORKED: \_\_\_\_\_

VOLUNTEER POSITION: \_\_\_\_\_

**ALTERNATE ACCOMMODATION DETAILS (Receipts Required\*):**

CHECK IN DATE: \_\_\_\_\_ CHECK OUT DATE: \_\_\_\_\_

Summer Commercial Accommodation: \_\_\_\_\_ x \$65.00/night/person + \_\_\_\_\_ tax = \$ \_\_\_\_\_

Fall Commercial Accommodation: \_\_\_\_\_ x \$180.00/night + \_\_\_\_\_ tax = \$ \_\_\_\_\_

Non Commercial Accommodation: \_\_\_\_\_ x \$20.00/night + \_\_\_\_\_ tax = \$ \_\_\_\_\_

**TRAVEL**

Mileage - Total KM: \_\_\_\_\_ x \$0.40/KM = \$ \_\_\_\_\_

Gas Receipt: \_\_\_\_\_ +13% tax \_\_\_\_\_ = \$ \_\_\_\_\_

Train or Bus (Economy) \_\_\_\_\_ +13% tax \_\_\_\_\_ = \$ \_\_\_\_\_

**Total of all reimbursements \$ \_\_\_\_\_**

Signature \_\_\_\_\_

Date \_\_\_\_\_

I confirm that I am **not** a parent or chaperone of a sailor competing in this event.