



March 30, 2026

Sent via Email (No Original to Follow): Councillor_Saxe@toronto.ca

Dianne Saxe
Councillor, University-Rosedale
Toronto City Hall
100 Queen St. W., Suite C47
Toronto, ON M5H 2N2

Dear Councillor Saxe:

Re: Sponsored Travel by C40 Cities Climate Leadership Group Inc., for trip to the C40 World Mayors Summit in, Rio de Janeiro, Brazil – October 29 to November 10, 2025

Thank you for providing me with a Travel Declaration Form for the above-noted trip. I confirm that the information submitted is in compliance with section 4.2(6) of Article 4 (Gifts and Benefits) of the Code of Conduct for Members of Council, as travel was sponsored by the C40 Cities Climate Leadership Group Inc. and you attended in your official capacity as a the Mayor's delegate.

I form this view based on my review of the:

1. Travel Declaration Form, dated January 14, 2026;
2. Email dated September 25, 2025 from Aretha Phillip re mayoral delegation;
3. Email dated October 3, 2025 from Gabriel Lewenstein re invitation;
4. C40 Cities Guidance for funded cities: Air Travel, Accommodation, Airport Transfers and visa support; and
5. Search of the Lobbyist Registry confirming that the trip sponsor, is not a registered lobbyist nor a client of a registered lobbyist.

This letter, the Travel Declaration Form, and attached supporting material will be posted on the Integrity Commissioner's website, toronto.ca/integrity, in accordance with the *Code of Conduct for Members of Council*.

If you have any questions about the disclosure of gifts and benefits, please do not hesitate to contact this Office.

Yours truly,

■


Paul Muldoon
Integrity Commissioner

Enclosures (4): Travel Declaration Form dated January 14, 2026
Email dated September 25, 2025 from Aretha Phillip
Email dated October 3, 2025 from Gabriel Lewenstein
C40 Cities Guidance Document

Cc: Lesley Ruscica, Manager, Council & Support Services
Mike Pacholok, Deputy City Clerk, Member Services & Program Support

This form is used in the declaration of travel costs provided by a third party for Council Members in the performance of their duties if the value exceeds \$300, or if total value received from any one source during a calendar year exceeds \$300.


INFORMATION TO BE COMPLETED BY COUNCIL MEMBER

| | |
|--------------------------------|---|
| Council Member: | Dianne Saxe |
| Purpose of Trip: | Attend the C40 Summit in Rio de Janeiro as the Mayor's delegate |
| Travel Destination: | Rio de Janeiro, Brazil |
| Travel Dates: | Oct 29 - Nov 10 |
| Additional Information: | All airfare, hotel Marriott in Rio, the conference expenses, shuttle bus from & to hotel. |

Travel Expenses Covered by Third Party (please complete all that apply)

| | | |
|--|--|--|
| Sponsor of Travel: | Name: C40 Type of Sponsor (check all that apply): <input type="checkbox"/> Government <input type="checkbox"/> Other organization <input checked="" type="checkbox"/> Conference Organizer | £5,006.80 = \$9,189.43 CAD R\$13,455 = \$3,501.59 CAD Total: \$12,691.02 CAD |
| Registration Fees: | \$ 0 (covered by C40) | |
| Travel: | \$ Flights estimate GBP 5006.80 | |
| Accommodation: | \$ BRL Total 13,455.00 (BRL 2925 + 15% tax/night) | |
| Ground Transportation: | \$ For 4 nights at Marriott Rio de Janeiro | |
| Per Diem/Sundry Expenses: | \$ 0 | |
| TOTAL: | \$ (Please calculate accordingly based on CAD exchange) | |
| Expenses Paid from Council Business Travel Budget | \$ 0 | |
| Expenses Paid from Constituency Services & Office Budget or the annual operating budget for the Office of the Mayor | \$ 0 | |
| Expenses paid from other City of Toronto sources | \$ 0 | Source: |

Please attach all pertinent information to this form including invitation letter from event organizer, copies of receipts, etc.)

Signed by Council Member:  Date: 14 Jan 2026

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, ss. 157 and 159, and By-Laws 1076-2006, 154-2007 and 861-2008. The information is used to ensure compliance with the Code of Conduct for Members of Council and will be made public. The information will be provided to the Office of the City Clerk to report the donation as a Gift and Benefit. Questions about this collection can be directed to the Integrity Commissioner, 375 University Avenue, Suite 202, Toronto ON M5G 2J5, at 416-392-3826, or at integrity@toronto.ca.

Important Information

This form will be publicly disclosed in accordance with Article IV of the Code of Conduct for Members of Council.

The Code of Conduct for Members of Council, Part IV, Gifts and Benefits, states that no Member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed. The following is listed as an exception:

- (f) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the Member is either speaking or attending in an official capacity;

This form will serve as a disclosure statement required by the Code.

Upon receiving the Travel Declaration from the Council Member, the Integrity Commissioner shall review the form to determine whether the gift is permissible. In the event that the Integrity Commissioner makes that preliminary determination, he or she shall call upon the Member for clarification. Should the Integrity Commissioner determine that the gift was not permitted, he or she may direct the Member to reimburse the sponsor for the value.

Questions can be addressed to:

Integrity Commissioner
416-392-3826
integrity@toronto.ca

Completed and signed form should be submitted to:

The Office of the Integrity Commissioner
375 University Avenue, Suite 202
Toronto, Ontario M5G 2J5

Authority & Guidelines

Part IV of the Code of Conduct for Members of Council. Available at www.toronto.ca/integrity.

From: [Aretha Phillip](#)
To: [Laura Diaz](#)
Cc: [Lesley Ruscica](#)
Subject: FW: C40
Date: September 25, 2025 2:37:47 PM
Attachments: [image001.jpg](#)

I have sent this off to Lesley.

ap

From: Olivia Chow
Sent: September 25, 2025 2:25 PM
To: Aretha Phillip
Cc: Dianne Saxe ; Erica Woods ; Emily Trudeau
Subject: C40

Dear Aretha,

This email is to confirm Councillor Saxe as my designate for the C40 conference.

Many thanks,

Olivia Chow
Mayor of Toronto



From: [Laura Diaz](#)
To: [Lesley Ruscica](#)
Subject: RE: C40 World Mayors Summit 2025 - Travel Info
Date: November 4, 2025 3:30:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[TA - Dianne Saxe UNEP authorization encrypted \(1\).pdf](#)
[Fw Invitation Cities at the Forefront Accelerating E-Mobility for Climate Action.pdf](#)

Hi Lesley,

See answers to your questions in red below.

Let me know if there are any other questions.

Laura Diaz

Senior Project Manager, International Relations & Official Visits
City Clerk's Office, Strategic Protocol and External Relations

[City of Toronto](#)

T: 416-394-8203

C: 647-291-4251



From: Lesley Ruscica

Sent: November 3, 2025 6:06 PM

To: Laura Diaz

Subject: RE: C40 World Mayors Summit 2025 - Travel Info

Hi Laura,

I finally reviewed all the paperwork and the travel guidance on this and have a couple questions. Councillor Saxe's Notification form is for October 29 – November 11. I see the Summit is from November 3-5. Councillor Saxe is flying out evening of October 29 and arrives in Brazil October 30 and departs Brazil November 10 and arrives November 11. Hotel reservation included in the package is for Oct. 30, 31 and Nov. 1.

- I see in the guidance document, that C40 will pay 4 nights accommodation so I'm assuming C40 would be paying for accommodation for Nov.2-5. Who is paying for accommodation for Oct.30-Nov.1? **The Councillor was attending meetings tied to the United Nations Environment Programme (UNEP) Generation Restoration. UNEP funded one elected official per city to attend. AS part of the funding, each participant was provided with Daily Subsistence Allowance (DSA) cards, which included sufficient funds for accommodation, transportation, and meals not provided by the organizers during meetings. See attached document that outlines the amounts provided to the Councillor – she booked her own room but used the cards to pay for the room.**
- Is accommodation from Nov.6 – Nov.10 personal? **The Councillor just registered for an additional session that she was invited to attend – see email invitation attached. She may request to have the night of Nov 6 covered given that she was carrying out official business throughout that day. The balance of the time is taken as personal time, and therefore at her own expense.**

- Per diem is for 4 days so that is fine. Just confirming per diem and ground transportation costs are to be charged to Council Business Travel budget? **Given that she has been given DSA cards, additional per diem amounts may no longer be necessary. At the time that the notification of travel was submitted, we did not have the full details on the DSA cards – that information came in shortly before the Councillor departed for Brazil.**

Thanks,

Lesley

Lesley Ruscica

Manager, Council Support Services

City Clerk's Office

City of Toronto

416-392-7038

416-320-7353 (cell)



From: Laura Diaz <Laura.Diaz@toronto.ca>

Sent: October 14, 2025 5:49 PM

To: Lesley Ruscica <Lesley.Ruscica@toronto.ca>

Subject: FW: C40 World Mayors Summit 2025 - Travel Info

Hi Lesley,

Sharing the email below ahead of Councillor Saxe's travel to Sao Paulo/Rio at the end of the month. It confirms that C40 is paying for her round trip business class ticket as she is the Mayor's designate (have informed her that she will need to declare this to the IC).

You will also see below the link to their guidance document which lists everything that is being covered by C40. The document is not very user friendly, as you're unable to download or print a copy, unfortunately. I will try to get them to send us a PDF copy.

The Councillor will be submitting the required forms, but you will notice that both airfare and accommodation will be \$0.

Happy to chat,

Laura Diaz

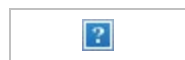
Senior Project Manager, International Relations & Official Visits

City Clerk's Office, Strategic Protocol and External Relations

[City of Toronto](http://CityofToronto)

T: 416-394-8203

C: 647-291-4251



From: Kate Johnson

Sent: October 3, 2025 1:43 PM

To: Laura Diaz

Cc: Gabriel Lewenstein ; c40summit@c40.org; Alice Xu

Subject: [External Sender] Re: Re: C40 World Mayors Summit 2025

Hi Laura,



Yes, that is correct. As the Councillor is attending as the representative of the Mayor, she will be offered Business Class if the one-way flight is over 10 hours including connections/layovers, pending availability. Please see page 4 of the travel [guidance](#). BCD Travel will provide options based on the current availability once the registration is complete.

Kate

On Fri, 3 Oct 2025 at 13:34, Laura Diaz <Laura.Diaz@toronto.ca> wrote:

Hi Gabriel,

Thanks for sending this over.

To confirm, if we're understanding this correctly, given that she has been accepted as the representative, the Councillor will be eligible for the business class flight, correct? The total travel time is over 10 hours.

Thank you,

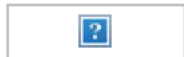
Laura Diaz

Senior Project Manager, International Relations & Official Visits
City Clerk's Office, Strategic Protocol and External Relations

[City of Toronto](#)

T: 416-394-8203

C: 647-291-4251



From: Gabriel Lewenstein <glewenstein@c40.org>

Sent: October 3, 2025 10:52 AM

To: c40summit@c40.org

Cc: Dianne Saxe <Dianne.Saxe@toronto.ca>; kjohnson@c40.org; Cecilia Fernandez <Cecilia.Fernandez@toronto.ca>; Karla Webber-Gallagher <Karla.Webber-Gallagher@toronto.ca>; Michal Hay <Michal.Hay@toronto.ca>; Alice Xu <Alice.Xu@toronto.ca>; Laura Diaz <Laura.Diaz@toronto.ca>

Subject: [External Sender] Re: C40 World Mayors Summit 2025

Good morning all,

Adding in Alice and Laura to support with Councillor Saxe's registration.

Thank you,

Gabriel

On Thu, 2 Oct 2025 at 12:38, C40 Summit 2025 <c40summit@c40.org> wrote:

C40 World Mayors Summit

3 - 5 November 2025

Rio de Janeiro

[Click here to view this email in your browser](#)

Dear Dianne Saxe,

On behalf of the COP30 Local Leaders Forum, co-hosted by the COP30 Presidency and Bloomberg Philanthropies, we are delighted to invite you to the **C40 World Mayors Summit 2025**, taking place **3 - 5 November** in Rio de Janeiro, Brazil.

Held every three years, this year's Summit brings together mayors, climate leaders, businesses, youth, academics and global voices to mark 20 years of decisive city leadership in tackling the climate crisis

Taking place just days before COP30, the Summit serves as a timely moment to elevate the critical role of cities, states, and regions and to help influence the negotiations ahead, ensuring local leadership is front and centre.

Your presence will highlight your leadership on the global stage and strengthen the collective voice of local governments in driving climate progress.

To attend the Summit, support will be offered including air travel, accommodation, airport transfers and with required visas - full details are outlined in the [travel guidance](#). You will have the opportunity to submit your preferences for each of these support services when you register. Public officials, including any employee of a government entity, should consult applicable rules and regulations to ensure that their attendance (including the acceptance of related costs) complies with such rules and regulations, and inform C40 Cities Climate Leadership group of any required disclosures related to such attendance and acceptance of related costs.

To ensure you can fully participate, we kindly encourage you to arrive in Rio by the 2nd November, and plan your departure for the evening of the 5th November at the earliest. Below please find a high-level agenda.

November 2: Arrivals

November 3-4: C40 World Mayors Summit

November 5: Local Climate Action Summit

Please register your attendance by **October 3rd** at the latest, after which we will not be able to guarantee hotel availability or other travel support.

[REGISTER NOW](#)

We thank you for your ongoing partnership with C40 Cities and hope you are able to join us in Rio de Janeiro!

Yours sincerely,





Mayor Sadiq Khan
C40 Co-Chair and
Mayor of London

Mayor Eduardo Paes
Mayor of Rio de
Janeiro

Mayor Yvonne Aki-Sawyerr OBE
C40 Co-Chair and
Mayor of Freetown

Mark Watts
Executive Director,
C40 Cities

If you are unable to attend the Summit, please [click here](#).

Add to Calendar: [Google Calendar](#) | [Outlook](#) | [iCal](#) | [Apple](#)



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Sign up to the [C40 Cities newsletter](#), and our monthly [Green News Digest](#) on LinkedIn.

If you do not want to receive any further communications about this event, please [Unsubscribe](#).

If you do not want to receive any further communications related to this event or any future events organised by C40 Cities, please [Opt-Out](#).



[C40.org](#)
[@c40cities](#)

**Gabriel Lewenstein (He/Him) Senior Manager - North American
Communications & Public Affairs (based in NYC)
Regions and Mayoral Engagement Team**

glewenstein@c40.org

+1 607 227 9966

Find practical advice for cities about tried-and-tested climate solutions on the [C40 Knowledge Hub](#).

At C40 we work flexibly and across multiple time zones. It suits me to email you at this time (I am based in NYC), but I don't expect a reply outside your working hours.

When you interact with C40, you are interacting with C40 Cities Climate Leadership Group Inc. or one of our affiliate organisations who help us fulfill our charitable mission.

C40 Cities Climate Leadership Group, Inc. is a non-profit organisation and is tax-exempt under section 501(c)(3) of the U.S. Internal Revenue Code. Please review our [privacy policy](#) to understand how we handle your personal data.

Excerpts from Travel Guidance Document which cannot be downloaded:



[ENGLISH] **Guidance for funded Cities: Air Travel, Accommodation, Airport Transfers & Visa Support**

*C40 World Mayors Summit 2025, Rio de Janeiro
3rd - 5th November*

CONTENTS

1. GENERAL GUIDANCE
2. AIR TRAVEL GUIDANCE
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4. AIRPORT TRANSFER GUIDANCE
5. TRAVEL RISK & SAFETY
6. VISA SUPPORT & ADVICE
7. CONTACT
8. FAQs

No reimbursements

The support that is offered for the *C40 World Mayors Summit 2025* is only available via the appointed Travel Agency - BCD, and CIBT/Newland Chase.

Due to the following services being offered, if a city/delegate chooses to make any bookings themselves, please note that **no self-incurred costs are reimbursable, and no per diems will be offered.**

- Electric shuttle buses will be provided on the Summit days to/from the offered accommodation, and to/from the Summit venue - also available to security staff who need to accompany Mayors/city delegations;
- Breakfast will be included on the mornings of 'offered accommodation';
- Vegetarian meals and refreshments will be provided throughout the Summit Days (dietary requirements should be noted during Registration);
- Any meals that are outside of the above scenarios purchased at the delegate's own cost will not be reimbursed.

Registration & Travel Support Booking Process:

Invitation

1. Funded Cities will receive a customised invitation for the *Mayor** to Register for the Summit.
 - a. If the *Mayor** is not able to attend the Summit and the city would like to submit a request for a Deputy Mayor (or equivalent) to attend in place of the Mayor, please decline the invitation received, then follow the decline link in the invitation email underneath the signatures: "*If you are unable to attend the Summit*" and tick 'Yes' to submit the contact details of the Deputy Mayor (or equivalent), please allow up to 5 working days for this to be considered by the C40 Summit Team.

If the Deputy Mayor (or equivalent) is approved, a personalised link will be sent to the email address specified within 5 working days. The Deputy Mayor (or equivalent) will be able to submit the name of a funded *Plus 1* during registration. If the Deputy Mayor (or equivalent) is not approved to be funded, a personalised self-funded invite to the Summit will be sent, and no Plus 1 will be offered.

**'Mayor' refers to any relevant city leader recognised as the "Mayor" or "C40 Mayor" regardless of their official title e.g. Governor, Minister, Secretary, etc.*

Registration for Travel Support

2. Funded Cities will have the option to enter the following information for the *Mayor** during registration:
 - a. Enter up to 3 email addresses that will be CC'd on Summit communications related to attendance/invites;
 - b. Enter flight preferences;
 - c. Check, and request visa support requirements via the [Funded Visa Support Portal](#):
 - i. Attend an in-person Embassy Appointment to obtain visa,
 - ii. Standard and E-visa assistance.
3. During registration, there will be the option to:
 - a. Provide the name of the *Plus 1* accompanying the *Mayor** (this can be added at any time - just log back in to Registration) who will receive their own *Invitation to Register* and *Registration Link* once approved by Summit Organisers;
 - i. The *Plus 1* will also be able to submit their flight preferences and check their visa requirements through the [Funded Visa Support Portal](#).
 - b. Provide the name/s and emails of up to 8 additional *City Delegates* to attend the Summit at their own cost (these can be added at any time - just log back in to Registration) who will then receive their own *Invitation to Register*;
 - i. No travel support will be offered to these *City Delegates*;
 - ii. Official letters to support visa applications for *City Delegates* can be requested (see section 6).

Post-registration

4. Upon completing registration, BCD Travel will contact the delegate with the optimal flight option(s) based on the preferred travel dates and preferences (where possible), as well as requests for travel to/from Visa Embassy Appointments where the delegate needs to attend in person;
5. Cities/delegates are given up to 48 hours (Monday-Friday 09.00 - 17.00 GMT+1) to approve offered flights, or request alternative flights;
6. If a city/delegate does not approve flights within this timeframe - BCD will re-contact, to seek feedback / approval;
7. City/delegate approves flights;

Travel Confirmation

8. BCD will ticket flights, and send flight schedule/s to the delegate directly.
9. BCD will assign accommodation in-line with ticketed flight schedules, Accommodation Confirmations will be sent to the delegate by BCD Travel. Rooms will be ready for check-in, at earliest, the day before the Summit (Sunday 2nd November), or based on flight arrival time into Rio de Janeiro after this date;

10. BCD confirms Airport Transfers in-line with ticketed flight schedules from the airport to the appointed accommodation, and from accommodation back to the airport - airport transfer schedules will be sent to the delegate by BCD Travel.

Should cities/delegates need to request any changes to any element of travel or that differs from this GUIDANCE - requests will need to be made via C40summit@bcdtravel.co.uk, with a supporting case for why the change is being requested. The case will be considered by Summit Organisers, and BCD Travel will contact the delegate directly with options.

Please note: **BCD Travel cannot assist with self-funded travel.**

For queries regarding the details in this guidance, please contact C40summit@bcdtravel.co.uk

Representative of the Mayor

If the invited *Mayor** is not able to attend the Summit and the city would like to submit a request for a Deputy Mayor (or equivalent) to attend in place of the Mayor, please decline the invitation received, then follow the decline link in the invitation email underneath the signatures: "*If you are unable to attend the Summit*" and tick 'Yes' to submit the contact details of the Deputy Mayor (or equivalent), please allow up to 5 working days for this to be considered by the C40 Summit Team.

If the Deputy Mayor (or equivalent) is approved, a personalised link will be sent to the email address specified within 5 working days. The Deputy Mayor (or equivalent) will be able to submit the name of a funded *Plus 1* during registration. If the Deputy Mayor (or equivalent) is not approved to be funded, a personalised self-funded invite to the Summit will be sent, and no funded *Plus 1* will be offered.

**'Mayor' refers to any relevant city leader recognised as the "Mayor" or "C40 Mayor" regardless of their official title e.g. Governor, Minister, Secretary, etc.*

2. AIR TRAVEL GUIDANCE

Cities who attend the *C40 World Mayors Summit* will be offered the following Air Travel:

| Attendee Type | Title | Class of Travel Offered |
|---|--|---|
| Lead Representative of the City (1 invite per city) | <ul style="list-style-type: none"> Mayor* | Business Class Round-Trip Flights |
| | <ul style="list-style-type: none"> Deputy Mayor (or equivalent)** | Premium Economy*** Round-Trip Flights Business Class if one-way flight is over 10 hours including connections/layovers |
| Plus 1 - to the lead representative (1 invite per city) | <ul style="list-style-type: none"> City delegate Air travel time one-way is under 10 hours (including connections/layovers) | Economy Round-Trip Flights |

| | | |
|--|---|--|
| | <ul style="list-style-type: none"> City delegate Air travel time one-way is over 10 hours (including connections/layovers) | Premium Economy*** Round-Trip Flights |
|--|---|--|

*'Mayor' refers to any relevant city leader recognised as the "Mayor" or "C40 Mayor" regardless of their official title e.g. Governor, Minister, Secretary, etc.

***Please note that not all airlines offer Premium Economy, and where this is not available, BCD Travel will offer Economy class with available ancillary products such as extra legroom seating.

Please note that BCD will not offer split tickets unless there is not a viable alternative, and will only offer through tickets on airlines that share a ticketing agreement.

This is to avoid unnecessary cost implications and travel disruption caused by flight delays or cancellations, missed connections and lost baggage. If a viable option on a single ticket is available, BCD will offer that option.

Please note: All flights offered:

- Will be non-flexible tickets ("restricted")
- Are not transferable to alternative attendees

Please note: Should a city need to request any of the following, please email C40summit@bcdtravel.co.uk (C40 Cities should copy in your C40 Regional Director), citing the reason for this request - requests will be granted in the case of exceptional circumstances only and pending flight availability:

- Make a change to a pending or ticketed flight;
- Change the name on a ticketed flight;
- Cancel a booked flight.

Flight Upgrades

Flight upgrades cannot be offered. Should delegates want to travel in a higher class than offered, these bookings will need to be made independently at the city/delegate's own cost. Please note that no self-incurred costs are reimbursable.

3. ACCOMMODATION GUIDANCE

Funded *Mayors** and their *Plus 1's* who attend the *C40 Summit* will be offered the following Accommodation in Rio de Janeiro:

| Attendee Type | Title | |
|---|--|---|
| Lead Representative of the City (1 invite per city) | <ul style="list-style-type: none"> Mayor* Deputy Mayor (or equivalent)** | <ul style="list-style-type: none"> Up to 4 nights - breakfast included Single Occupancy Checking in on Sunday 2nd November (rooms will be ready based on flight arrival time) Checking out on Thursday 6th November (by 12 noon, late check |

| | | |
|---|---|---|
| | | out will be at the delegate's own cost) |
| Plus 1 - to the lead representative (1 invite per city) | <ul style="list-style-type: none"> • City delegate | <ul style="list-style-type: none"> • Up to 4 nights - breakfast included • Single Occupancy • Checking in on Sunday 2nd November (rooms will be ready based on flight arrival time) • Checking out on Thursday 6th November (by 12 noon, late check out will be at the delegate's own cost) |

Please note: Room nights are not transferable to alternative dates.

Check In

Upon check-in, it will not be compulsory for delegates to present a credit card, however this will be offered should they wish for purchases (made at their own expense) to be added to their room during the stay (e.g. mini bar, laundry, sundry expenses).

Extensions to Accommodation

The following accommodation services can be requested during registration in the 'Additional Requests' open text field, however, cannot be guaranteed, are based on availability, and are entirely at the expense of the delegate (non-reimbursable).

- Extensions to the offered nights - at own cost (payment to be provided to the hotel);
- Extensions to double-occupancy - at own cost (payment to be provided to the hotel);
- Upgrades of room type - at own cost (payment to be provided to the hotel).

Self-book Accommodation

Cities/delegates choosing to book their own flights (at their own cost), but wish to make use of the offered accommodation, should send their flight itineraries to C40summit@bcdtravel.co.uk after which, BCD Travel will contact the delegate, to offer corresponding accommodation, which once booked will be sent to the delegate by BCD Travel.

Self-funded *City delegates* planning to attend the Summit as additional representatives of the city, (in addition to the two funded *Mayor** and *Plus 1*) can select and pay for rooms within room blocks held exclusively for the *C40 Summit* - via this link: <https://hotelmap.com/MEW7A>

If the funded delegate chooses to book alternative accommodation to what is being offered - these costs will not be reimbursable.

4. AIRPORT TRANSFER GUIDANCE

Funded Cities who attend the Summit will be offered the following Airport Transfers:

Attending *Mayor** or *Deputy Mayor* (or equivalent)** **AND** *Plus 1* of the *Mayor**:

- Car transfer from arrival airport in Rio de Janeiro.
 - Driver to meet traveller/s in Arrivals, after all security/passport/visa checks.

- Car transfer from hotel to departure airport in Rio de Janeiro.
 - Driver to wait for traveller/s outside hotel for up to 30 mins from the scheduled transfer time shown on the delegate's [Travel Itinerary](#).

Airport transfers can be shared by up to 3 travellers - all of whom need to be staying at the same hotel. Transfers cannot be used to drop at multiple hotels.

Airport transfers will be booked for the collection time/drop off time recommended by the local transfer company, and to allow for a minimum arrival of 2 hours prior to flight departure

The Transfer company / Drivers will be given the telephone number of the traveller/s provided at Registration.

Cities choosing to book their own accommodation (at their own cost), but would like to make use of the offered Airport Transfers, should send their full accommodation and flight details to C40summit@bcdtravel.co.uk after which, BCD Travel will contact the delegate to offer Airport Transfers, which, once booked, will be sent to the delegate by BCD Travel.

8. FAQ's

Cost/value of funded support

What is the cost of the accommodation being offered?

Should this information be needed by a city/delegate - BCD Travel can provide the cost of offered accommodation, prior to the event.

What is the cost of the air travel being offered?

Should this information be needed by a city/delegate - BCD Travel can provide the cost of offered flights post-ticketing.

What is the cost of the airport transfers being offered?

Should this information be needed by a city/delegate - BCD Travel can provide the cost of offered Airport Transfers, once it has been confirmed.

Accommodation

What hotel will I be given accommodation at?

Once Air Travel preferences are entered during registration (these can be entered at a later date post-registration, or for self-booked (self-funded) Air Travel), BCD Travel will offer flight options to meet preferences where possible, and once approved by the city/delegate, BCD will then book accommodation to reflect the flight arrival and departure times into Rio de Janeiro. The hotel details will be confirmed by email from BCD Travel to the delegate.

Can a funded delegate change their Accommodation preferences?

Should a funded delegate wish to change/extend their stay at their own expense, BCD Travel will check the availability with the hotel, and if it is possible will offer delegates the opportunity to enter payment information for the additional costs via the accommodation tool (all data will be protected in line with GDPR), and the hotel booking will reflect the self-paid for nights in addition to the funded nights (please note, where possible BCD will endeavour to ensure delegates do not have to move rooms during their stay, however, this cannot be guaranteed).

Reimbursement

Can I claim reimbursement for any additional expenses incurred?

Due to the support offered in order to attend the Summit - namely:

- Air Travel to/from Rio de Janeiro
- Accommodation including Breakfasts (for up to 4 nights)
- Airport Transfers to/from Airport in Rio de Janeiro
- Transfers to/from accommodation to/from Summit venue
- Visa support (and if applicable travel to/from in-person Embassy appointments)
- All meals and refreshments provided on Summit days

No additional costs are reimbursable. Any additional costs incurred will be at the expense of the city/delegate.