

The Alberta Prion Research Institute (APRI) will reimburse eligible travel and accommodation of APRI Principle Investigators, nominees, and invited guests for the Annual Scientific Meeting (ASM) as part of PrP^{CANADA} 2010.

Eligible Expenses

- Airfare will be reimbursed up to the level of a full economy fare. The ticket--or in the case of an electronic ticket, the flight reservation confirmation letter--must be submitted along with boarding passes to be eligible for reimbursement.
- Accommodations are provided for attendees at the Westin Ottawa at a rate of \$163/night plus taxes and will be billed directly to APRI. If alternate hotel arrangements have to be made, APRI will reimburse the lesser of \$163/night plus taxes or the alternate accommodation rate claimed.
- APRI will only reimburse reasonable expenses for meals for the duration of the ASM and on travel days. The traveler has the choice of either claiming actual costs incurred (supporting receipts required) or a per diem of \$40.00 (no receipts are necessary). A meal allowance cannot be claimed when meals are hosted at the event:
 - Breakfast \$10.00
 - Lunch \$10.00
 - Dinner \$20.00
- APRI will not cover any additional hotel charges including, but not restricted to, alcoholic beverages, movies, room service, telephone calls, and internet charges.
- Transportation between the hotel and airport will be reimbursed by APRI; however limousine service from the airport will not be covered.
- No other taxi or transportation travel will be reimbursed including travel to/from airport in home city. Costs of parking vehicles at the airport will not be reimbursed.

Expenses Claims

Claims must be submitted by completing and signing an Alberta Prion Research Institute Travel Expense Claim Form. The completed form and original receipts should be sent within 15 days of completion of travel to:

Attn: Pearl Grabski
Alberta Prion Research Institute
Suite 2410 Manulife Place
10180 101 Street
Edmonton, AB T5J 3S4

To request a travel expense claim form or if you have any questions regarding your expense claim, please contact pearl.grabski@prioninstitute.ca.