



## TRAVEL POLICY

### Annual Scientific Meeting – PrP<sup>CANADA</sup> 2010 March 8-10, 2010

PrioNet Canada will reimburse eligible travel and accommodation of PrioNet Canada members for the Annual Scientific Meeting (ASM) as part of PrP<sup>CANADA</sup> 2010.

#### **Eligible Travel, Accommodation, and Meal 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 PrioNet. If alternate hotel arrangements have to be made, PrioNet will reimburse the lesser of \$163/night plus taxes for the alternate accommodation rate claimed.
- PrioNet 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 PrioNet. 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.
- Local PrioNet members (Ottawa members) will be reimbursed for the cost of parking at the hotel self-parking rate or the lesser of alternate parking arrangements claimed.
- PrioNet will only provide meals for the duration of the ASM. Claims for meals on travel days will not be reimbursed.

#### **Claim Submission**

To obtain reimbursement, original receipts must be submitted along with a completed and signed **Travel Expense Claim Form** (available on [www.priormeeting.ca](http://www.priormeeting.ca) web site) within 15 days of completion of travel.

Photocopies or faxed copies of receipts, or credit card statements, are not accepted and will not be reimbursed. The completed form and original receipts should be sent to:

PrioNet Canada  
Attention: Finance Manager  
Suite 200, 2386 East Mall  
Gerald McGavin Building  
Vancouver, BC, Canada V6T 1Z3

***PrioNet Canada will not reimburse any expenses other than those explicitly indicated in this Travel Policy. PrioNet Canada reserves the right to adjust expense claims for unreasonable amounts.***