



2015 Annual Spring Meeting Travel Reimbursement Policy Full-Funded and Partially-Funded Participants

IT IS VERY IMPORTANT TO READ THE FOLLOWING INFORMATION CAREFULLY. Improperly completed forms will be returned and travel that does not follow the guidelines outlined below will not be reimbursed.

Deadline for Reimbursement - 30 June 2015:

Please submit your expense claim *within 15 days of the meeting* and **by 30 June 2014 at the latest. Any expense claim forms received after 30 June 2014 will not be processed and will be returned.**

General Information

This policy is intended to provide for reimbursement of reasonable and necessary expenses of persons travelling for NCIC CTG purposes. It is intended that persons be afforded travel and accommodation arrangements which are comfortable and of good quality. It is not intended to render the individual expense free during the period of travel for those expenses incurred by reason of personal preference.

The individual is responsible for making the most economical travel arrangements available under the circumstances. Reimbursement will be made based on the policies below (Page 2 and 3). For some conference and meetings (e.g. Annual Spring Meeting of Participants) NCIC CTG has made special arrangements with certain suppliers to help travellers obtain the best price for services needed (see hotel/travel information) and provide a maximum travel allotment (see travel allotment tables).

The travel allotment has been determined based on your centre's location and travel cost information gathered from Air Canada, Porter Airlines and West Jet (economy) and Via Rail (supersaver or discounted fare). NCIC CTG travel policies were used to set a maximum reimbursement for Full-Funded and Partially-Funded invitees. Travel must be booked according to the NCIC CTG Travel Reimbursement Policy (i.e. most economical mode of travel available at the time of booking, NO VIA 1 travel is permitted therefore you cannot use your travel allotment for VIA 1 etc...). **Also, the most economical mode of transportation may be less than the maximum allotted amount therefore reimbursement will be given based on the most economical mode of transportation (i.e. train and taxi to and from meeting is less than driving and parking)** Expenses incurred in excess of the travel allotment cannot be reimbursed (unless special arrangements have been made or stated otherwise).

ORIGINAL RECEIPTS MUST BE ATTACHED for overnight accommodation (if the Group did not cover your accommodation on the master list at the Eaton Chelsea), airline and railway fares, and taxi charges. Credit card slips, statements, and cancelled cheques are **not** acceptable as receipts.

Travel expenses can be reimbursed **only by submitting a properly completed travel expense claim form (ECF)**. This form, accompanied by original documents (as described below), should be submitted to NCIC CTG Group Administrator Office within 15 working days following completion of the NCIC CTG Annual Spring Meeting and no later than 30 June 2014. **Incomplete or inadequate claims will be returned.** Claimants should keep a copy of ECF and supporting documents.

If expenses have been paid for by someone other than the claimant, i.e. paid by employer/drug company/ agency, a separate claim/invoice must be **submitted by that sponsor**.

ALLOWABLE EXPENSES

Transportation (from place of residence to meeting and return)

Air: Lowest return airfare available under the circumstances, travel insurance, transportation to and from airports. If travel involves visits to places other than from the normal place of residence to the meeting and return, the Group will reimburse the lowest return airfare according to the current Air Canada/West Jet/Porter Airlines (but not exceeding allotment) for travel from normal place of residence to the meeting and return.

Limitations:

Reimbursement for airfare purchased with frequent flyer points/ programs will not be reimbursed.

Documentation required: Receipt Requirement

Original receipts are required which includes the Passenger Boarding Pass plus one of the following items which would indicate the method of payment, the amount paid by the traveler, and the amount of taxes levied:

- For a paper ticket: customer portion of ticket identified as “Customer / Passenger Coupon” and / or “Not good for passage”
- For an electronic ticket: Copy of the ticket confirmation

If proof of payment is not indicated on the above items, additional proof of payment is required (i.e. a copy of credit card statement).

Note: If using electronic boarding passes you may print out a copy to include with your claim or if you cannot provide a printed copy then please indicate “e-passes” in the receipt information section on your claim.

Rail: Coach class return rail fare, including transportation to and from railway stations.

Limitations

Via 1 travel will NOT be allowed even if it’s within your travel allotment.

Documentation required: original ticket receipts for rail fare.

Auto:

the mileage rate for using a personal vehicle while traveling on NCIC CTG business is 55 cents per kilometer;

Limitations:

If used out of personal preference reimbursement will be limited to the cost of the most economical mode of travel which may be less than your maximum travel allotment (i.e. train/parking/taxi is less than driving/parking- therefore most economical mode is train/taxi/parking)

Rental car – The use of rental vehicles **must be pre-authorized** and will only be approved if this method of travel is economical and practical. Rental cost and gasoline will be reimbursed.

Documentation required: original rental receipt marked paid; original gasoline receipts.

Taxi: original receipts are required. **Delegates are encouraged to use the airport bus whenever possible.**

Limitations

Taxi charges will not be reimbursed for personal reasons/preference (e.g. restaurants, shopping etc.)

Parking: original receipts are required.

Accommodation and Living Expenses:

Accommodation:

Your room and tax will be paid directly to the hotel by NCIC CTG(Delta Room ONLY) for **eligible nights (see NCIC CTG Travel Policy for eligible nights)** or unless stated otherwise. Please make your own reservation. A credit card is required for booking your room and at time of check in (for any incidentals). If you book your reservation after the deadline, NCIC CTG will reimburse funded participants for the \$148.00 ONLY or unless stated otherwise.

Limitations

NCIC CTG has booked a block of rooms at the Eaton Chelsea. Should you choose to stay at another hotel, CTG may not be able to reimburse you for your accommodations. Reimbursement will depend on whether the room block has been fully utilized as **CTG cannot pay** for empty rooms and pay for accommodations at other hotels. Participants must inform NCIC CTG in advance of the Annual Meeting if they plan on staying at another hotel to be eligible for funding. When distance of travel to the meeting site is less than 50km one way or equal to the distance a delegate travels to work, a delegate may not claim accommodation unless pre-authorized.

Documentation required: original copy of hotel bill, **marked paid**. If you use express check-out, you must make arrangements to obtain from the hotel an original, paid hotel receipt – faxed copies or photocopies of receipts are **not** acceptable. When distance of travel to the meeting is less than 50 km one way or is equal to the distance a delegate travels to get to work, a delegate may **not** claim accommodation.

Living Expenses

The daily maximum reimbursement for meals (**please note that itemized receipts are mandatory**) is \$74.30, if all meals are eligible for reimbursement (i.e. breakfast, lunch and dinner); if you are requesting reimbursement for less than a full day, reimbursement will be at the individual meal allowance (i.e. NOT the daily maximum) breakfast @ \$15.75, lunch @ \$16.35, and dinner @ \$42.20 .Delegates should not claim meals that were provided at the meeting or in the transportation cost. If your meal receipt has multiple people on it please claim YOUR portion only (including tax and tip). **ALCOHOL is not a reimbursable item so please remove from your receipt and calculate without.**

Personal/Other Expenses

The Group will not reimburse delegates for telephone calls, internet, alcoholic beverages, entertainment, laundry, expenses incurred by family or friends, and any unexplained miscellaneous expenses. The Group will not reimburse the extension of hospitality unless previously authorized by the Director of the NCIC Clinical Trials Group.

Foreign Currencies:

Current exchange rates will be applied to claims and reimbursements will be provided in the delegate's native currency unless otherwise requested.

Return of Original Receipts:

Where a claimant requires the return of original invoices (e.g. where several organizations are contributing to the cost of a trip), the claimant must write across the original copy in pen "\$X reimbursed by "NCIC CTG", make a photocopy of the original and submit both the original and the copy along with the claim to NCIC CTG Operations. The spoiled original will be returned to the claimant