

2017 OIRM – TRAINEE TRAVEL AWARDS EXPENSE POLICY – ISSCR Annual Meeting in Boston

\$1,000 Canadian is available for this travel award. Funds can go towards meeting registration, flight, hotel and/or meals (as per this OIRM trainee expense policy). If you receive other travel awards for this conference, OIRM will deduct the amount received from the \$1,000 CDN OIRM travel award.

Travel

Only **economy-based fares** will be covered. Penalties for flight changes or cancellation are not eligible for reimbursement. Fees for seat selection are not eligible for reimbursement. A single checked bag is eligible for reimbursement, however additional fees for overweight and large items will not be reimbursed.

OIRM requires all **original boarding passes** and receipt showing the total flight cost. If these documents are missing, the claim will be rejected.

Ground transportation

Transportation to and from the conference centre in Boston, including taxi or public transit is eligible. If a taxi is taken for transport, please make every attempt to share with other trainees. Original receipt for taxi travel is required. Trainees are not permitted to submit reimbursement for taxi travel to and from the airport in Ontario.

Hotel

OIRM will ONLY reimburse hotel accommodations for the nights of June 13 to 18, 2017. **Maximum allowance per room night is \$180/night CDN** for the room rate plus applicable taxes. Charges for personal phone calls, movies, laundry, mini-bars, etc. will not be reimbursed.

Meals

When meals are provided during the workshop and you elect to eat elsewhere these meal costs are not eligible for reimbursement. Only meals not provided during the meeting are eligible for reimbursement, maximum allowances for such meals are as follows:

Breakfast: \$8.75

Lunch: \$11.25

Dinner: \$20.00

Original itemized restaurant receipts (credit/debit card slips are acceptable) must accompany any claim for reimbursement for a meal. Alcohol is not an eligible expense for reimbursement.

Reimbursement process

OIRM staff will contact travel bursary recipients after the conference with instructions for reimbursement. Reimbursement forms must be submitted (along with original receipts for all items claimed), **no later than July 31, 2017**. Expense claims received at the OIRM office after the deadline will not be processed and will be returned to the claimant unpaid.

Credit card statements are not an acceptable substitute for a receipt.

Reimbursements will be processed following the conference and in accordance with this OIRM Travel Policy.

**** Reporting and Communication Requirements**

By accepting a travel bursary, the recipient agrees to provide a report describing the value of the training and networking opportunities made available through the award. This information will be used at OIRM's discretion on its web site, newsletters and for reporting purposes to its funding agency.