

THE TERRY FOX RESEARCH INSTITUTE

MEETING PARTICIPANT EXPENSES

Expenses incurred for attendance at TFRI meetings/conferences/workshops are reimbursable, provided that they fall within the guidelines outlined below. This Policy is best achieved when the activities are carried out in the most economical and effective manner and are likely to satisfy the public's perception of what is an acceptable expenditure for a charitable organization.

The following are guidelines for reimbursable meeting/travel expenses, where such expenses are not paid for directly by TFRI:

- ***Meals:***

Meal reimbursements are available when the participant is more than 100 KM away (one-way) from their office or has spent a **FULL** day travelling. The maximum limits, including taxes and gratuities, are:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00
Maximum for day	\$45.00

Receipts are required for amounts over \$10.00

Alcoholic beverages are not reimbursable.

- ***Hotels:***

Hotel accommodations are to be selected on the basis of location, convenience and cost. Every effort will be made by The Institute to minimize costs by requesting donated or reduced room rates. Meeting participants whose accommodation requirements exceed those otherwise to be provided will be responsible for the extra cost and will be reimbursed for the cost of hotel accommodations made available to TFRI.

- ***Air Travel:***

Air travel must be planned as far in advance of the meeting date(s) as possible so as to obtain the lowest fares. The Institute will reimburse meeting participants for the cost of an upgradeable economy seat, with any cost differential in airfare resulting from an upgrade being paid for by the participant.

- ***Rental Cars:***

Every effort must be made to minimize the cost of rental cars by using non-luxury vehicles that are suited to the number of passengers. The Auto Allowance (outlined below) does not apply in the case of rental cars. Reimbursement will be made for the car rental fee, cost of gas and insurance coverage (if applicable).

- ***Airport Transportation:***

Airport buses must be used rather than taxis or limousines whenever it is possible.

- ***Auto Allowance:***

The reimbursement rate for the use of a participant's own car is intended to cover all operating costs except parking. Reimbursement will not be made for round trips of less than 10 km.

- ***Parking:***

Parking is reimbursable. However, every effort should be made to minimize costs when travelling in large urban areas.

- ***Travel Insurance:***

Travellers must ensure that they have adequate insurance for the planned travel.

- ***Other Reimbursable Expenses:***

- voice and data communications charges
- baggage handling and storage
- accommodation for extra night(s) and meals if by staying over a Saturday night there is a net savings in total expenses of the trip

- ***Loyalty Program Points:***

Travellers may retain for personal use any loyalty program points (e.g. frequent flyer points) accumulated from TFRI travel. Meeting participants are not expected to use points from loyalty programs for Institute travel. Should they choose to do so, the participant shall not claim reimbursement for the "equivalent" cost of the airline ticket. TFRI will reimburse the cost of taxes and surcharges actually paid by the participant, based on receipts submitted.

- ***Combining Institute Travel with Personal Travel:***

Travellers may combine TFRI travel and personal travel with the prior approval of the Scientific Director. Prior to the participant scheduling indirect routes (interrupting the business portion of the trip for personal travel or vice versa), the Scientific Director and participant must agree on a fair allocation of expenses for the trip. In no event will the Institute's portion of expenses exceed what would have been charged had the personal travel interruption not occurred.

- ***Expense Reports:***

Expense reports must be completed by the participants, accurately and fully, using the Expense Report template provided by The Institute. Expense reports (and all required receipts) must be reviewed and approved by the Scientific Director before being forwarded to National Office. In order to reduce administration costs, participants are requested not to submit expense reports for less than \$50, unless there are special circumstances approved by the Scientific Director.

The Institute is eligible for a 50% rebate of GST/HST/QST paid by it and it is the participant's responsibility to properly report the 50% rebate on their expense report.

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