



This policy provides parameters for conference travel expenditures pertaining to the Cardiac Arrhythmia Network of Canada. This policy ensures effective spending of NCE funds, as well as proper expenditure reporting.

Any CANet affiliate seeking reimbursement for incurred travel or conference expenses must follow the guidelines in this policy. In unusual circumstances, a final decision for reimbursement will be made at the discretion of the Managing Director.

CANet will reimburse claimant for expenditures, accompanied by original receipts upon completion of a Travel Expense Report Form, which can be found on the CANet website by clicking "CANet Members" at the top right of the Home page, and scrolling down to "Member Resources", subject to the following:

Accommodations Guidelines

When accommodation is required, preference should be given to travel services and accommodation that provide specially negotiated rates (such as university rates). Claimants who choose to stay in alternate hotels from this list will be reimbursed only at the rate of a CANet approved hotel.

1. The duration, type, standards and cost of accommodation shall, in the opinion of the Managing Director, be reasonable considering all relevant circumstances.
2. CANet affiliates are expected to share accommodations, when reasonably possible, to cut occupancy costs.
3. CANet will not be responsible for service-based hotel charges. This includes, but is not limited to, upgrades to hotel rooms, room service, long distance or local phone calls, mini-bar, in-room movies or special services such as valet parking.
4. CANet will reimburse conference attendees for the following:
 - CHAT members (Trainee Day and Public Forum attendees) – up to 3 nights' accommodation
 - Board members, Network Investigators and Non-Listed Investigators – up to 2 nights' accommodation
5. CANet will not reimburse attendees for accommodations related to attending the CHRS Annual Meeting.



Meals While on Travel Guidelines

1. Travel that spans a normal mealtime entitles the Traveler to reimbursements for such meals, if they are not provided.
2. It is expected that normal meal expenses would not exceed \$86.80 (CDN) per day: \$19.45 for breakfast, \$19.20 for lunch, \$48.15 for dinner. These guidelines include gratuities and taxes. Claimants will be reimbursed for the actual meal expenses as per the itemized receipts.
3. Meals must not be claimed if they are included in other items, i.e.
 - Transportation charge - For example, a traveler who begins or ends travel midway through the day should not claim dinner expenses. Similarly, if you travel via train/flight which may include a meal, a meal expense may not be claimed for this portion of the trip.
 - Conferences that includes meals
 - Accommodation
4. CANet will not reimburse the cost of any alcoholic beverages.

Transportation Guidelines

It is recommended that CANet travelers book airline tickets through the preferred travel agency:

FCM Travel - <https://www.ca.fcm.travel/> (under Western University)

Travelers are expected to book the lowest-priced, non-stop economy airfare available when booking domestic air travel. Business-class domestic air travel is not allowed. CANet will not reimburse travelers for personal items lost or damaged while travelling on business, nor will CANet replace lost or damaged personal items. The traveler must address any such claims with the responsible airline. CANet does not reimburse individuals who choose to use personal, frequent flyer miles. CANet will reimburse individuals for fees associated with issuing a frequent flyer ticket such as taxes and airline service fees.

1. In all instances, the most economical and efficient mode of transportation shall be used when traveling on CANet business. Should the traveler choose another mode of transportation, they must receive approval from the Managing Director or a designate. The traveler must provide documentation to show any advantage to alternative travel arrangements, when such arrangements are requested. Travel is to be by the shortest route. Ground transportation will ordinarily be used. When air travel is justified, the economy airfare rate will be the amount paid. CANet affiliates may upgrade travel arrangements at their own personal expense.
2. The mileage expense rate for the use of personally operated automobiles, or vehicles, is \$0.58 per kilometer. Taxi/Uber is recommended for short distance transportation. Costs for rental cars will not be reimbursed unless prior approval is given by the CANet Managing Director or designate.
3. CANet does not take responsibility for any parking or traffic violations incurred by any traveler.
4. In travel situations where reasonable parking charges are incurred, reimbursement will be tendered to the traveler, provided the appropriate receipts are retained.
5. CANet travelers will not be reimbursed for hotel expenses incurred for attending conferences in their home town.



Receipt Guidelines

1. CANet will not be responsible for unapproved or falsified expenses.
2. Travel expenses must be submitted within 14 days of return date.
3. Original, dated, itemized receipts are required for all accommodations, registrations, transportation, and other unusual expenses where it is reasonable to expect a receipt to be produced.
4. Original, dated, itemized receipts are required for parking charges.
5. Original, dated, itemized receipts are required for meal expenses of travelers and must include the names of the individuals present written on the back of the receipt.
6. Faxes, credit card receipts, or photocopies will not be accepted. If original receipts for major costs are lost, destroyed, or stolen, a written explanation of the circumstances must be provided by the traveler and approved by the Managing Director before the claim is processed.

Ineligible Travel Expenses

Ineligible expenses include but are not restricted to:

- Alcohol and alcoholic beverages
- CANet Conference Registration Fees
- Costs incurred by travelers related to changes of transportation arrangements, hotel bookings and other travel-related costs not approved in writing in advance by the Managing Director or designate
- Commuting between the residence and place of employment or between two places of employment
- Damages or repairs to uninsured rental cars and privately owned vehicles
- Education related costs such as those of thesis preparation, tuition and course fees
- Entertainment, hospitality and gifts
- Insurance coverage for privately owned vehicles
- Insurance for buildings or equipment
- Interest charges levied on overdue invoices or credit card statements
- Lost or stolen items
- Meals included in another reimbursable item, (plane, train, travel, meetings).
- Membership in professional associations or societies
- Non-business or personal items, food, travel, supplies, etc.
- Parking and other traffic fines
- Passport and immigration fees
- Personal travel insurance
- Pet care
- Professional training or development
- Research poster preparation, printing and shipping costs
- Unauthorized travel and accommodation charges
- Unnecessary stopovers

If a circumstance arises that is not specifically covered in the procedures above, the traveler and signing authority must adopt the most conservative course within the “spirit” of this policy or consult the Managing Director or a representative of the CANet Operations Centre.