

Travel & Accommodation Policy

## Uniting Simulation Education (One-Day Event)

If you are a winner of the travel bursary for the noted event, you will be covered up to $500 for travel and accommodations as outlined in this document.

# Transportation & Allowable Expenses

You are responsible for making your own airline bookings. Please book as far in advance to take advantage of the lowest fare possible. You are also responsible for your own ground transportation to and from the airport. Taxi service is available at the airport upon arrival.

# Taxi Service

CSMLS will cover taxi service between the Airport and the Hotel (including gratuity, receipt required) up to $110. Please request a flat rate with the taxi service.

**Travel (airline, train or bus)**

The maximum allowable expense will be the lowest economy fare. CSMLS will cover the cost of standard seat fees. The purchase of upgraded seats or change fees must be approved in advance. Airline Baggage Fee – allowable only for meetings that are three(3) or more days.

**Travel by Automobile**

CSMLS provides an automobile allowance of $0.50/km. Travel by automobile will only be covered by CSMLS for attendees who must travel more than 100 km one-way to the event.

**Parking**

Parking costs incurred while attending the event will be covered (receipts required).

# Hotel Expense

You are responsible for booking your own accommodations. Accommodation costs will only be covered by CSMLS for attendees who must travel more than 75 km to the event.

Any incidentals you incur during your stay will be charged directly to you. You are responsible to leave a security deposit for incidentals. The hotel requires a credit card or cash deposit.

# Meals

Meals will not be covered by the travel bursary.

# Receipts

Receipts are required for transportation (including ground) and hotel expense.

# Submission of expenses

Expenses and receipts should be submitted as soon as possible after the event (within 2 weeks). An expense form will be made available to you after the meeting.

Receipts can be mailed, scanned and emailed, or faxed (905-528-4968). Originals are not required unless otherwise requested.

# Eligibility for financial support

To be eligible for expenses, you are expected to attend the entire scheduled event. Any problems in complying with this should be discussed with the meeting organizer.