

POLICY ON PATIENT EXPENSES/REIMBURSEMENTS (UPDATED draft for discussion/approval)

Purpose	To establish comprehensive guidelines for the advance payment and reimbursement of expenses incurred by Patient Advisors and Patient Scholarships attending e-Health	
Definitions	Travel includes all travel undertaken on behalf of the e-Health Conference by Patient Advisors and Patient Scholarships	
Policy	Reasonable Expenses Covered	When traveling to attend an e-Health conference (as invited) individuals covered by this policy will be entitled to economy transportation and accommodation. i.e. flight/train, three nights hotel accommodation complimentary; per diems as detailed below; reasonable expenses incurred, including but not necessarily limited to transportation, associated incidentals as detailed in this policy. Conference registration fees are complimentary for Patient Advisors and Patient Scholarships.
	Receipts Required	Receipts will be required for all requests for reimbursement.
Related Procedures	Restrictions	Some restrictions will apply as detailed below.
	Air-Travel	e-Health will book and pay for economy level fares. First, executive or business class fares and/or upgrades and/or seat selection are excluded. A charge for one piece of luggage will be covered where charged. Local train/shuttle service to/from airport to hotel will be reimbursed post conference based on receipts submitted by the attendee.
	Automobile	For travel within the province, travel by automobile will be reimbursed at a rate of \$0.50 per kilometer. Attendee to submit mileage based on Google Maps (or other online map application) either pre or post conference. Parking at the conference hotel will also be reimbursed or included as needed.
	Accommodation	The actual costs of accommodation, including applicable taxes, to a maximum of three nights, will be handled by the conference hosts.
	Meals	Per diems for meals outside of those included in the conference program, will be paid in advance of the conference to each attendee based on the following: \$20 (breakfast), \$25 (lunch), \$35 (dinner).



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All Incidentals, including but not limited to personal telephone calls, personal long-distance charges, mini bar or vending machine snacks and movies, are at the attendee's expense.

Registration Fees Registration to the conference is complimentary inclusive of all conference meals as well as attendance at the CHIA Gala.

Applications Coverage

This policy covers:

- Patient Advisors
- Patient Scholarships