

POLICY ON SPEAKER EXPENSES/REIMBURSEMENTS

Purpose	To establish comprehensive guidelines for the reimbursement of expenses incurred by invited speakers attending e-Health Conference and Tradeshow	
Definitions	Travel includes all travel undertaken on behalf of the e-Health Conference and Tradeshow by invited speakers	
Policy	<i>Reasonable Expenses Covered</i>	Individuals covered by this policy will be entitled to economy transportation and accommodation when travelling to attend an e-Health Conference and Tradeshow (as invited). i.e. flight/train, up to two nights of hotel accommodation complimentary; per diems as detailed below; reasonable expenses incurred, including but not necessarily limited to transportation, and associated incidentals as described in this policy. Conference registration fees are complimentary for invited speakers.
	<i>Receipts Required</i>	Receipts will be required for all requests for reimbursement.
Related Procedures	<i>Restrictions</i>	Some restrictions will apply as detailed below.
	<i>Air or Train -Travel</i>	Traveller to 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 the airport to the hotel will be reimbursed post-conference based on receipts submitted by the speaker.
	<i>Automobile</i>	For travel within the province, travel by automobile will be reimbursed at \$0.55 per kilometre. The speaker will submit mileage based on Google Maps (or other online map application) pre- or post-conference. Parking at the conference hotel will also be reimbursed or included as needed.
	<i>Accommodation</i>	The actual accommodation costs, including applicable taxes, to a maximum of two nights, will be booked by and handled by the conference hosts. Westin Harbour Castle Toronto Hotel 1 Harbour Square, Toronto, Ontario M5J 1A6
	<i>Meals</i>	Per diems for meals outside of those included in the conference program will be paid after the conference based on the following maximum allowances: \$20 (breakfast), \$25 (lunch), and \$35 (dinner). Per diem incidentals will be paid after the presentation of the receipts and the expense form is submitted. 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 speaker's expense. A credit card will be required at check-in time to cover incidentals; however, the room charge + tax will be billed directly to the conference.
	<i>Registration Fees</i>	Registration to the conference is complimentary and includes all conference meals.
Applications	<i>Coverage</i>	This policy covers: <ul style="list-style-type: none"> • Invited Plenary Speakers