

**2017 endMS Summer School  
Travel and Expense Policies - Invited Presenters/Facilitators/Mentors**

**If you have questions about the policies and guidelines below, please contact** Anik Schoenfeldt:  
e-mail: [anik.schoenfeldt@mail.mcgill.ca](mailto:anik.schoenfeldt@mail.mcgill.ca) phone: 514-843-1442

**Air Travel** Please review the following prior to booking your air travel.

**Eligible Fares/expenses:**

- Air Canada Tango Plus category or equivalent (economy airfare), no matter which airline is used.
- WestJet: You could **save 10% off Econo fares** and **15% off Plus fares** by utilizing promo code YYT03 and coupon code 2TO4MWE. To book using this discount code visit [www.westjet.com](http://www.westjet.com) and both the promo code and coupon code must be entered at the time of booking.
- Porter Airlines is offering a **10% discount** on available base fares (with the exception of the lowest class fare during a public seat sale) for travel to and from the Summer School, using the promo code ENDMS7. Visit [www.flyporter.com](http://www.flyporter.com) to avail this discount.
- The first checked baggage fee is an eligible expense. However, oversized baggage fees are NOT eligible.
- Seat selection fees are eligible for reimbursement.

**Not eligible:**

- Business class travel will **not** be reimbursed.
- Costs associated with changes to air travel arrangements, including airline change fees and differences in air fare associated with the new booking, are **not** eligible for reimbursement.
- Other than meals (which are outlined below in item #3 – Meal Allowances), any air travel-related expenses (e.g. for onboard earphones, extra/oversized luggage) are **not** eligible for reimbursement.
- Fees related to booking air travel through a travel agent will not be reimbursed.
- Additional airfare for stopovers and other costs that are not related to the endMS Summer School, or do not result in cost savings to the program are considered to be personal expenses.

**Air Travel Documentation:** Below is the checklist of **required documents for air travel reimbursement**

- **Passenger Itinerary/Receipt**
- **Original boarding passes for all flights**
- **Proof of payment (receipt and credit card statement)**

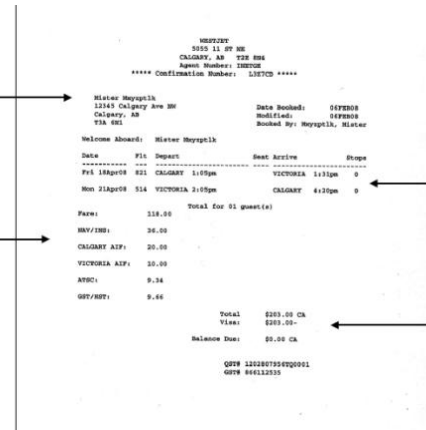
Note: While the program will reimburse air travel booked through online travel agencies, the necessary itinerary/receipt is required. **Booking confirmation without breakdown of charges and proof of payment is not acceptable for reimbursement.**



Boarding Pass

Name

Charges



Itinerary

Payment

### Ground Transportation

**Taxi, Bus or Train:** Taxi fares, plus reasonable gratuity, are a reimbursable expense. However, other less expensive forms of transportation should first be considered. (e.g. airport/hotel shuttle services, bus etc). Original receipts and credit card statement should be submitted with your expense claim form.

**Public Transportation:** When possible, we encourage the use of St. John's *Metrobus* service to travel between the airport and Memorial University campus, with a drop-off and pick-up location near the arrivals area of the terminal. For more information on routes and fares, please visit <http://stjohnsairport.com/to-from-airport/ground-transportation/public-transportation/>.

**Private Automobile Transportation:** Use of a personal vehicle can be reimbursed as mileage, at a rate of 57 cents per kilometer up to a maximum claim of \$250 per return trip. Mileage rate reimburses the cost of fuel and wear and tear on the personal vehicle. Additional fuel charges are not reimbursable when mileage rate is used. Include a copy of Google maps with the departure and end points as backup.

**Automobile Rental:** Automobile rentals, where necessary or cost-justifiable, are a reimbursable expense. Rented automobiles should be non-luxury and of standard, compact or sub-compact size. The insurance cost of rented vehicles is also a reimbursable expense. The claimant's original automobile rental and related gas receipts are to be submitted for reimbursement.

**Ground Transportation in lieu of Air Travel:** You may claim mileage, automobile rental or other ground transportation expenses instead of airfare for travelling to/from St. John's, up to a maximum of the equivalent economy airfare by the most direct route.

**Parking:** Airport and public parking expenses are eligible for reimbursement. Original receipts are to be submitted with the expense claim form.

**Accommodation** \*All rooms must be booked through the Program.

**Memorial University, Macpherson College Residence**

40 Livyers Loop, St. John's, NL A1B 3P7

The Program will book and provide free accommodation at Macpherson College Residence for anyone who resides outside of the St. John's region. Accommodations include a private bedroom with a single bed, desk and chair and washroom. You must specify your preferred check-in and check-out dates on your registration form. For more information, please visit the residence website at:

<http://www.mun.ca/residences/residences/macphersoncollege/>.

The Program does not object to family members traveling with you, but no expenses related to family members will be reimbursed.

**Residence Charges:** The residence may require a credit card upon check-in for any incidentals such as long distance calls, extended stays, etc. Guests are responsible for paying these extra charges.

**Extended Stays:** Anyone wishing to extend their stay beyond their attendance at the endMS Summer School should contact the residence. Any resulting fees from an extended stay are to be paid by the guest directly to the residence. The website for guests to book additional nights pre- and post-Summer School dates is <http://www.mun.ca/conferences/bookings/>

**Meals** Everyone will be invited to disclose any dietary restrictions on their registration form.

**Provided Meals:** The following meals will be provided at no charge during endMS Summer School:

- Dinner (Monday, June 12<sup>th</sup>, and Tuesday, June 13<sup>th</sup>)
- Breakfast (Tuesday, June 13<sup>th</sup> – Thursday, June 15<sup>th</sup>)
- Lunch and Breaks (Tuesday, June 13<sup>th</sup> – Thursday, June 15<sup>th</sup>).

Wednesday, June 14<sup>th</sup> is considered a free night. Please refer to Meal Allowances below for more information.

**Meal Allowances:** Meals outside of those provided during the Summer School will be reimbursed up to a maximum of (including taxes and gratuities):

Breakfast: \$10.00                      Lunch: \$16.00                      Dinner: \$28.00

**Meals en route:** Participants are entitled to expense en route meals both to and from St. John's, up to a maximum of \$16 each way (including taxes and gratuities). This could include meals purchased in the airport, onboard flights or otherwise en route.

**Free Nights:** For Wednesday night where dinner is not provided, the Program will reimburse participants for actual out-of-pocket expenses up to \$28 (including taxes and gratuities).

**Alcohol is not a reimbursable expense; please deduct all expenses for alcohol (including associated taxes and gratuities on this portion) when entering the amount claimed for that receipt. TIP: Request a separate alcohol receipt, and pay for any alcoholic beverages separately.**

Please include the following documentation:

**Itemized Receipt**

**Meal Details**

**Proof of Payment**

**Proof of Payment**

**SAMPLE CREDIT CARD STATEMENT**

Make check payable to: My Credit Card, P. O. Box 4567, Anywhere, CA 91111

Return top portion with payment

Reference Number	Posting Date	Description of Transaction	Debits	Credits and Payments
0077623	0608	ABC Stores Unlimited	108.20	
0317886	0608	Autopay Cable Network	58.00	
7075061	0610	Let's Go Car Rental	159.72	
4871311	0610	Sleep Nice Motel	128.00	
5887041	0622	AAA Airlines	109.32	
9283742	0630	payment - thank you		40.00

Previous Balance	- Payments	+ New Charges	* Finance Charge	= New Balance
839.62	40.00	563.24	17.04	1379.90

Average Daily Balance	Monthly Periodic Rate	Annual Percentage Rate (APR)	Finance Charge	Credit Limit
1011.00	1.042%	12.50	17.04	\$3,000.00
				Credit Available \$1620.10

**Claimed meals must include both the itemized receipt** showing actual meal and beverage details **AND the proof of payment** must be submitted with the expense claim form. Credit/debit card receipts are not acceptable by themselves (without the itemized receipts) as they do not provide the details of the expense. **If payment is by credit card, a copy of your credit card statement with expenses highlighted must also be included.** Write your name and the names of the individuals whose meals are covered by that receipt on the back of the receipt. Gratuities (if any) should be included on the proof of payment.

**Reminder: Alcohol is not a reimbursable expense;** please ask for a separate bill for alcohol or deduct all expenses for alcohol (including alcohol associated taxes and gratuities) from your claim.

**Expense Reimbursement**

Anyone requesting a reimbursement (for the first time) **must complete and return a Research Institute Direct Deposit Form** in order to receive a reimbursement. This form will be provided prior to Summer School along with an electronic copy of the expense claim form. At the conclusion of Summer School, participants must complete, sign and return the expense claim form, including original **receipts, boarding passes, credit card statement with expenses highlighted,** to:

endMS National Education and Training Program, c/o Anik Schoenfeldt  
 Research Institute of the McGill University Health Centre  
 1025 Pine Avenue West, Room P2.028  
 Montreal, QC H3A 1A1

**Deadline for reimbursement submission: Monday, July 17<sup>th</sup>, 2017.**