



**2018 endMS Summer School
Travel and Expense Policies – Funded Trainees**

Before you finalize your online registration, you will be asked to confirm that you have read this document and that you understand these policies when planning for your attendance at Summer School. These policies **apply to all Summer School participants (including those enrolled in SPRINT) who are funded by the endMS National Training Program (“the Program”) to attend.**

Any questions should be directed to Anik Schoenfeldt by emailing: anik.schoenfeldt@mail.mcgill.ca or by calling (514) 843-1442 / 1-877-288-2570.

1) Travel Awards for travel to and from endMS Summer School

The travel award is intended to defray the costs of the participant’s economy airfare and/or ground transportation, and is awarded based on the location of their institution. It will be provided on a reimbursement basis upon submission of a completed expense claim form after Summer School. The travel award is valid only for travel between the participant’s institution’s closest major city to Toronto, and back. **Any deviation from the most direct/economical route available must be approved by the program, in advance.** Please verify with Anik *prior* to confirming any such booking.

Participants are required to book their own transportation, to and from Toronto. Other than for meal allowances (see section 3b), all other travel costs incurred by participants **above** the maximum award amount will not be reimbursed by the Program.

The following table outlines the maximum amount of awards that will be provided to participants based on the closest major city to the participant’s institution (calculated different airfare from these locations).

Closest major city to your institution	Travel award amount
Calgary, AB	\$800
Edmonton, AB	\$800
Fredericton, NB	\$600
Halifax, NS	\$700
Kingston, ON	\$300
Lethbridge, AB	\$1,000
London, ON	\$250
Montreal, QC	\$500
Ottawa, ON	\$550
Quebec City, QC	\$650
Regina or Saskatoon, SK	\$750
Sherbrooke, QC	\$550
St. John’s, NL	\$850
Toronto, ON	\$100
Vancouver, BC	\$900
Winnipeg, MB	\$650
Int’l - Scotland	\$1,500

a) Air Transportation

Prior to booking your flights, please ensure that your flight itinerary takes into account the start and end times of Summer School, as well as travel time required from the airport to the venue. **Refer to the Transportation section of the attached Summer School Registration document.** Whenever possible, participants are expected to take advantage of ticket sales, such as advanced purchase excursion fares, seat sales, etc.

Eligible fares and expenses:

- ✓ **Economy airfare** no matter which airline is used.
- ✓ **If you book through WestJet:** You can **save 10% off Econo fares** by utilizing promo code YYZ02 and coupon code KY1DVGM. To book using this discount code, visit www.westjet.com. Both the promo code and coupon code must be entered at the time of booking.

- ✓ **If you book through Porter Airlines:** Porter 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 ENDMS18. Visit 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.

Tips for staying “on budget”:

- Save on airfare by subscribing to email alerts from airlines or search engines.
- Don’t wait until the last minute to book your flights; fares tend to increase closer to the departure date.
- Share a taxi with other participants to and from the airport.

Non-eligible expenses:

- ✗ Business class travel will not be reimbursed.
- ✗ Costs associated with changes to air travel arrangements, including airline change fees and differences in airfare associated with the new booking, are not eligible for reimbursement. All participants will be expected to be in attendance for the entirety of the Summer School program and to plan their flights accordingly in terms of estimating the time to travel to airport, waiting times, etc.
- ✗ 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, will not be reimbursed.

b) Ground Transportation

Public Transportation: We encourage, wherever possible, the use of Toronto’s public transport system.

From Toronto Pearson: The Toronto Transit Commission (“TTC”) offers an *Airport Rocket* express bus route that will bring you from Toronto Pearson to the subway system; for more information, please visit <http://www.ttc.ca>. Additionally, the Union Pearson Express Train also operates from Toronto Pearson, allowing you to arrive downtown in 25 minutes. For more information, please visit <https://www.upexpress.com/>.

From Billy Bishop Airport: Billy Bishop Airport offers a free regular shuttle service from the airport to the downtown core in 15 minutes. From there, it is possible to take the subway from Union Station. For more information, please visit: <https://www.porttoronto.com/airport/passenger-information/to-from/airport-shuttle.aspx>.

Taxi/Uber: Taxi and Uber 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, public transportation etc).

Personal Vehicle: Use of a personal vehicle can be reimbursed as mileage, at a rate of 57 cents per kilometer, up to a maximum claim of \$200 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.

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.



Ground Transportation in lieu of Air Travel: Participants may claim train, bus, automobile rental instead of airfare for travelling to Toronto, up to the travel award maximum.

Ground Transportation for local participants: Participants from the Toronto area may claim ground transportation expenses incurred when travelling to and from endMS Summer School sessions and networking events.

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

2) Accommodation

Chelsea Hotel, Toronto, 33 Gerrard St. W, Toronto ON, M5G 1Z4

In order for the cost of rooms to be covered, they must be booked through the Program via Anik. The Program will book and provide free accommodation (2 per room) at the Chelsea Hotel for all Summer School participants who reside outside of the Toronto region. By default, all participants will be booked to check in on Monday, June 11th and to check out on Thursday, June 14th. Each hotel room will have 2 double beds and one private bathroom. For more information, please visit the hotel's website at: <http://www.chelseatoronto.com/en/>.

a) Extended Stays

Any participant wishing to extend their stay beyond the duration of the Summer School will not be reimbursed, as this is considered to be a personal expense. The hotel has agreed to offer their special group rate of \$185/night, plus taxes and destination marketing program fees, to anyone wishing to extend their stay. Any fees for extended stays or personal charges will be your responsibility and are to be paid directly to the Chelsea Hotel.

b) Private Room

Any participant requesting a private room, will be responsible for paying the hotel \$92.50/night plus taxes and destination marketing program fees – this covers 50% of the room rate.

c) Preferred Roommate

During the online Summer School registration you will be provided with the opportunity to request a specific person to share accommodations with. We will do our best to accommodate these requests.

d) Hotel Charges

The hotel may require a credit card upon check-in for guests wishing to charge any incidentals to their rooms. Participants are responsible for paying the hotel directly for any and all extra charges including any extra charges associated with a private room or an extended stay.

3) Meals

a) Provided Meals

REMEMBER: Alcohol is not a reimbursable expense; deduct all expenses for alcohol (including associated taxes and gratuities on this portion) when preparing your expense claim form.

TIP: Request a separate alcohol receipt, and pay for any alcoholic beverages separately.

The following meals will be provided for all participants at no charge during the Summer School:

- Dinner (Monday, June 11th and Wednesday, June 13th)
- Breakfast (Tuesday, June 12th – Thursday, June 14th)
- Lunch and Breaks (Tuesday, June 12th – Thursday, June 14th)

Tuesday, June 12th is considered a free evening; please refer to section (3d) below for more information.

b) Meal Allowances

Meal allowances are separate from, and in addition to, your travel award. 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**

c) En route meals

Participants are entitled to expense en route meals both to and from Toronto, up to a maximum of **\$16.00 each way** (including taxes and gratuities). This could include meals purchased at the airport, onboard flights or otherwise en route. Original, detailed receipts are required.

d) Free Evening – Tuesday, June 12th

Dinner will not be provided during the evening of Tuesday, June 12th. As such, the Program will reimburse for meal expenses up to **\$28.00** (including taxes and gratuities). The original detailed receipt is required.

4) Required Documentation for the Expense Claim Form

* Please refer to section (6) for a guide to completing the Expense Claim form.*

a) Documentation for Air Travel

Below is the list of required documents for air travel reimbursement:

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

While the Program will reimburse any 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.**

The diagram illustrates the required documentation for air travel reimbursement. It shows a central document (Itinerary) with arrows pointing to boxes labeled 'Name', 'Charges', 'Itinerary', and 'Payment'. To the right, an 'AIR CANADA' boarding pass is shown with an arrow pointing to a box labeled 'Boarding Pass'. Below the boarding pass is a 'SAMPLE CREDIT CARD STATEMENT' with a table of transactions and a summary table.

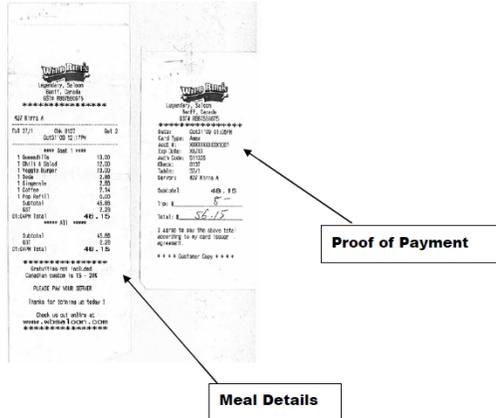
Reference Number	Posting Date	Description of Transaction	Debits	Credits and Payments
0077623	0608	ABC Stores Unlimited	108.20	
0317586	0608	Aulogy Cable Network	58.00	
7075061	0610	Let's Go Car Rental	159.72	
4871311	0610	Sleep Nice Motel	128.00	
5287041	0622	AAA-Airlines		109.32
9283742	0630	payment - 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

Itemized Receipt

Proof of Payment



SAMPLE CREDIT CARD STATEMENT

Account Number

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

Due Date: 7/04/02, Minimum Due: \$31.00

New Balance: \$1379.90, Amount Enclosed: \$1379.90

Reference Number	Posting Date	Description of Transaction	Debits	Credits and Payments
0077623	0608	ABC Stores Unlimited	108.20	
0317686	0608	Autogay 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

b) Documentation for Meals

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 associated taxes and gratuities, from your claim.

5) Withdrawal from the Program

Any participant withdrawing from the Program after the registration deadline may be charged a penalty for any costs that have been incurred by the endMS National Training Program or Multiple Sclerosis Society of Canada on their behalf. In addition, the participant will not be reimbursed for any associated costs that they have already personally incurred.

6) Completing the Expense Claim Form

Anyone requesting a reimbursement for the **first time** through the endMS National Training Program must complete and return a **Direct Deposit Form**. This form can be mailed along with the expense reimbursement claim. The direct deposit and expense claim forms will be available closer to the date.

At the conclusion of Summer School, **participants must complete, sign and return the expense claim form, along with all original attachments, by Tuesday, July 17, 2018 to:**

endMS National 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

Guide to Completing the Expense Claim Form		
Item to be Claimed	Expense Category on Form	Required Documentation for Expense Claim
Air Transportation	<i>Airfare</i>	Copy of passenger itinerary/receipt Original boarding passes Copy of itemized receipt and copy of credit card statement
Ground Transportation	<i>Other-please specify</i>	Copy of passenger itinerary/receipt Original tickets Copy of itemized receipt and copy of credit card statement
Meals	<i>Meals</i>	Original itemized receipt showing actual meal and beverage details Deduct expenses for alcohol including associated taxes/gratuities Original receipt showing proof of payment Copy of credit card statement (if used)
En route Meals		
Public Transportation	<i>Other-please specify</i>	Original receipt showing proof of purchase Original tickets (where applicable) Copy of credit card statement (if used)
Taxi/Uber	<i>Taxi</i>	Original receipt showing proof of purchase (for taxi) Copy of emailed receipt (for Uber) Copy of credit card statement (if used)
Personal Vehicle	<i>Mileage-57c kilometers</i>	Copy of Google Maps departure and arrival endpoints Copy of credit card statement (if used)
Automobile Rental	<i>Car Rental</i>	Original receipt showing proof of purchase Original gas receipts (if any) Copy of credit card statement (if used)
Parking	<i>Parking</i>	Original receipt showing proof of purchase Copy of credit card statement (if used)

Tips to avoid reimbursement delays:

- ✓ Please ensure that you enter the “Claim Date” as the day you are submitting the expense claim form, as doing so will provide you with a unique Claim No.
- ✓ If a receipt is lost, please complete the “Missing Receipt Declaration” (2nd tab in the expense report form).
- ✓ All receipts must be entered individually, i.e. one receipt per line.
- ✓ All expenses must be reimbursed to the person who incurred them. If any expenses were paid for by a relative, supervisor or other individual, they must submit a separate expense claim form for those expenses (one form per claimant). Expenses paid directly by the participant’s institution may also be reimbursed back to that institution upon submission of a separate expense claim form.
- ✓ Handwritten expense claims will not be accepted by the RI-MUHC. Please complete the form on a computer.
- ✓ Remember to deduct all amounts for alcohol (including taxes and tip), as this expense will not be covered.
- ✓ Ensure that you sign your expense claim on the last page.
- ✓ Make a copy of your claim and receipts to keep as backup for your own records.