



**2017 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 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](mailto: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**

These awards are intended to defray the costs of the participant’s economy airfare and/or ground transportation and will be provided on a reimbursement basis after Summer School, upon submission of a completed expense claim form. Participants are required to book their own air travel and ground transportation, to and from St. John’s, Newfoundland.

Other than for meal allowances (see section 3ii) and seat selection fees, any 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 the awards that will be provided to participants travelling from the following locations (based on the different airfare from these locations).

<b>For those traveling from the following cities and surrounding area:</b>	<b>Travel Awards</b>
Calgary, AB	\$ 1,200
Edmonton, AB	\$ 1,200
Halifax, NS	\$ 500
Kingston, ON	\$800
Lethbridge, AB	\$ 1,250
London, ON	\$ 750
Montreal, QC	\$800
Ottawa, ON	\$ 700
Quebec City, QC	\$ 850
Regina or Saskatoon, SK	\$ 1,100
Sherbrooke, QC	\$900
St. John’s, NL	\$ 100
Toronto, ON	\$ 650
Vancouver, BC	\$ 1,250
Winnipeg, MB	\$ 1,050
USA	\$900

- i) **Air Travel:** Whenever possible, participants are expected to take advantage of advanced purchase excursion fares, seat sales, etc.

**Prior to booking your flights, keep in mind the Summer School start/end times as well as travel time required between the airport and accommodations. (Refer to the Summer School Registration document’s Transportation section, emailed along with these policies)**

**Eligible fares and 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). 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. This additional eligible expense can be claimed in addition to, your maximum travel award.

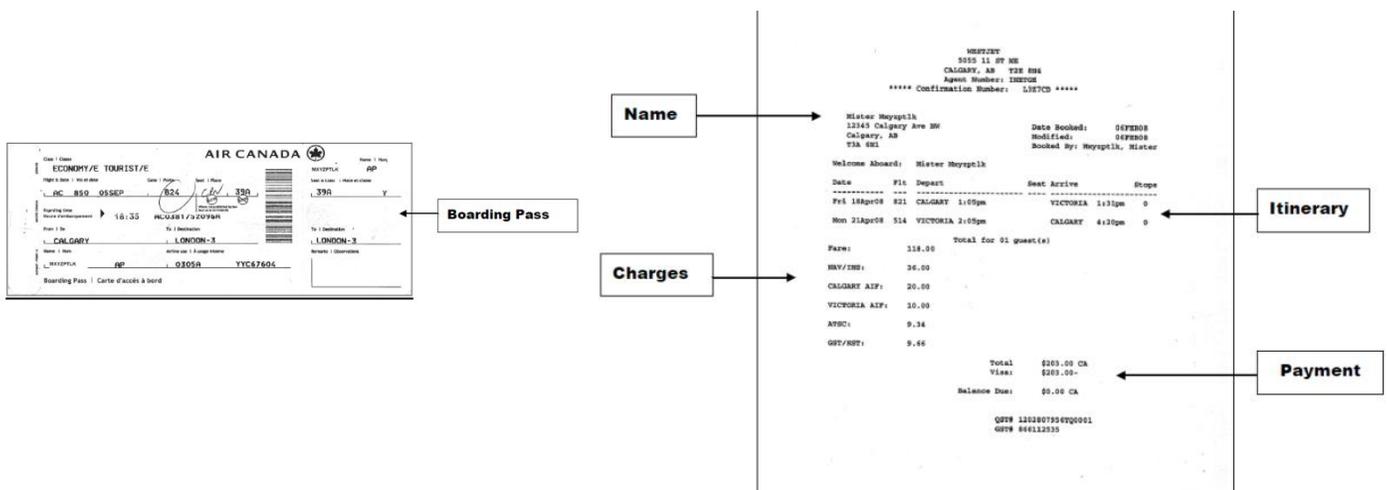
**Not eligible:**

- 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. Be sure your arrival/departure times correspond with the start/end times of Summer School and estimated travel times to and from the airport.
- 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.

**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 (itemized receipt and copy of 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.**



ii) **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 are to be submitted with your expense claim form.

**Public Transportation:** We encourage, whenever possible, 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 \$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. 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:** Participants may claim mileage, train, bus, automobile rental instead of airfare for travelling to St. John's, up to travel award maximum.

**Ground Transportation for Local Participants:** Participants from the St. John's 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.

iii) **Tips for staying "on budget":**

Tip #1: You could save on airfare: see section 1.i above.

Tip #2: Share a taxi with other participants to/from airports

Tip #3: Don't wait until the last minute to book your flights; fares tend to go up closer to departure date.

**2. Accommodation \*In order to be covered, all rooms must be booked through the Program \***

**Memorial University, Macpherson College Residence**

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

i) **Room booking:** 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 at Macpherson College for all Summer School participants who reside outside of the St. John's region. Each participant will have a private bedroom with a single bed, desk and chair in a two-bedroom shared suite. For more information, please visit the residence website at: <http://www.mun.ca/residences/residences/macphersoncollege/>

By default, all participants will be booked to check in on Monday, June 12<sup>th</sup> and to check out on Thursday, June 15<sup>th</sup>; however, there may be some exceptions depending where participants are travelling from - please see (ii) below. For personal extended stays please see (iii) below.

- ii) **Select participants may need to check in on Sunday, June 11<sup>th</sup> or check out Friday, June 16<sup>th</sup>:**  
 Participants MUST specify their chosen check-in/out dates on the registration form; otherwise, it will be assumed that they plan to check in on Monday, June 12<sup>th</sup> and check out on Thursday, June 16<sup>th</sup>.

**\*\* Select participants may need to check in on Sunday, June 11<sup>th</sup>:**

**Summer School Participants:** Due to the limited number of flights to St. John's participants travelling from *British Columbia, Alberta and Saskatchewan* may choose to check in on Sunday, June 11th and be provided with free shared accommodation for this extra night.

**SPRINT Participants:** in addition to the exceptions listed above, and due to the extra meetings scheduled on Monday, June 12<sup>th</sup>, SPRINT participants travelling from *Ottawa and Quebec City* may also choose to check in on Sunday, June 11th and be provided with free shared accommodation for this extra night.

**\*\* Select participants may need to check out on Friday, June 16<sup>th</sup>:**

Due to the limited number of return flights during the evening of Thursday, June 15<sup>th</sup>, any/all participants from *BC, AB or SK* who choose to check out on Friday, June 16<sup>th</sup> will be provided with free shared accommodation on the night of Thursday, June 15<sup>th</sup>.

**\*\* If you have any questions or are unsure whether this exception applies to you, please contact Anik.**

- iii) **Extended Stays:** Anyone wishing to extend their stay beyond their attendance at the Summer School is considered to be a personal expense and won't be reimbursed. For those who wish to extend their stay at the residence pre/post-Summer School can do so at:  
<http://www.mun.ca/conferences/bookings/>

- iv) **Residence Charges:** The residence may require a credit card upon check-in for guests wishing to charge any incidentals to their rooms. Participants are responsible for paying the residence directly for any and all extra charges including any extra charges associated with an extended stay.

### 3. **Meals**

- i) **Provided Meals:** *All are invited to disclose any dietary restrictions on their registration form.*  
 The following meals will be provided for all participants at no charge during endMS Summer School:

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

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

- ii) **Meal Allowances:** These 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

**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. **Original and itemized receipts are required.**

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

**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.**

**iii) Documentation**

**Itemized Receipt**

**Proof of Payment**



**Proof of Payment**

**Meal Details**

**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	
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
\$39.62	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: 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.**

**4. Other**

All course materials will be provided by the Program, at no cost to the participant.

**5. Withdrawal from the Program:**

Any participant withdrawing from the program after registration 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. Expense Reimbursement**

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 claim.

The direct deposit form and expense claim form will be available closer to the date. At the conclusion of Summer School, **participants must complete (electronically), sign and return the expense claim form, along with original receipts, boarding passes and a copy of your credit card statement with expenses highlighted, by Monday, July 17<sup>th</sup> 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

Please note: 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.