

de Souza Institute Hosted Events Travel/Accommodation Policy

POLICY

Reimbursement of travel and accommodation costs is only applicable for specified educational events held by de Souza Institute. Individuals who live at least 150 km from the educational event will be eligible for reimbursements of travel and accommodation expenses (see below).

All original receipts must be provided in a timely manner in order to receive reimbursement. Original receipts must be accompanied by the UHN Expense Reimbursement form and proof of payment (e.g. bank statement, credit card statement etc.) Photocopies of receipts will not be accepted. All receipts must be received within three months of the event in order to be considered for reimbursement.

Where possible, the individual should seek support from their home institution for items not covered by this policy.

In order to apply for financial reimbursement, the claimant must have met all the components of the program.

In order to promote accountability and support as many nurses as possible for educational opportunities, the institute has implemented the following policy.

Travel/Accommodation reimbursement for de Souza event (**not including Pain Workshops or chemotherapy program**):

- 1) For individuals who live a distance of **greater than 150km**, a maximum of **\$300** will be reimbursed provided all the above requirements are met and see restrictions below.
- 2) For individuals who live a distance of **greater than 350km**, a maximum of **\$700** will be reimbursed provided all the above requirements are met and see restrictions below.
- 3) For individuals who live a distance of **greater than 500km**, a maximum of **\$1,000** will be reimbursed provided all the above requirements are met and see restrictions below.

The following items are not covered by this policy:

- a) Parking
- b) Mileage or rental cars
- c) Taxi fare or any other airport car services
- d) Local bus travel
- e) Any travel costs for those who reside within 150 km of the de Souza event

2. Meals

Meal(s) will only be provided at the scheduled event. Meals outside of the event are not covered.

3. Hotel

When a de Souza Institute event is scheduled to take place early morning and the individual is unable to reach the destination on time through reasonable travel methods, hotel costs for the preceding night can be covered provided the individual lives a distance **of at least 150 km one way** from the specified event. Reimbursement will only apply to event participants. **For a one day event, only the night stay before the day of event will be reimbursed.**

- The individual is responsible for booking their own hotel accommodation and paying for the stay.

Reimbursement will be honoured with appropriate documentation (as outlined above) after the event.

Hotel costs after the event will not be covered by this policy and remains the responsibility of the individual.

4. Other

Miscellaneous items not included in this policy will not be covered.

In order to ensure that claimants are informed of the Travel Policy for de Souza Institute events, registration forms will include a check box (√) to indicate the claimant is aware of the policy.