

Conference Travel & Expense Reimbursement

Canadian Blood Services will reimburse committee members for participation at meetings and workshops. Please review the following important information before filling out your claim form. Inaccurate or incomplete forms will result in delays.

Transportation to Committee Meeting (flight and ground)

- Committee members are invited to make their own travel and flight arrangements. Feel free to book with the airline of your choice but note that only **travel in economy class/ Tango Plus** will be reimbursed in accordance with Canadian Blood Services' travel policy.
- Mileage to and from the workshop will be reimbursed at a rate of \$0.50/kilometre. Please indicate the number of kilometres on the reimbursement form.

Transportation to and from the airport

- Taxis to and from the airport will be reimbursed. Original receipts are required.
- Kilometres driven to and from your home airport in a private car will be reimbursed.
- Parking at the home airport will be reimbursed. Please supply original receipts.

Allowable meals:

- For meals not provided at the meeting, Canadian Blood Services is pleased to provide reimbursement at the following per diem rates. Itemized receipts will not be required.
 - Breakfast \$16
 - Lunch \$13
 - Dinner \$30
 - Incidentals \$9
- Alcohol is not a reimbursable expense.

Hotel:

- If required, accommodations and direct billing for room charges and taxes will be arranged by Canadian Blood Services.

Miscellaneous

- All reimbursements will be made in accordance with the Canadian Blood Services Travel and Expense Policy (EE0100). The full version of the expense policy can be provided on request.
- In order to ensure timely reimbursement of expenses, claims should be submitted as soon as possible following the meeting, preferably within two weeks.
- Please provide original receipts for all expenses – we regret that we cannot accept faxed or scanned copies.

Completed Claim Forms:

Completed claim forms should be mailed to:
Canadian Blood Services
1800 Alta Vista Dr.
Ottawa, ON K1G 4J5
Att: Debra Cadelli, Organs & Tissues

Questions:

If you have any questions about the expenses covered or completing the expense claim, please contact:
Debra Cadelli
Tel: 613-739-2294
E-mail: debra.cadelli@blood.ca.