



**FIT Innovation Forum**

**September 26 - 28, 2023, OTTAWA**

# **TRAVEL REIMBURSEMENT GUIDELINES**

**Please review the following information on how to book, document and claim your travel expenses for reimbursement related to the FIT Innovation Forum**

# Reimbursement Guidelines

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## Transportation Mode

## Support Documents

## Notes

### Airplane

- Paid Ticket Itinerary
- Cost Comparison\*
- Boarding Passes

- Book your return flights with our travel agent, Continental Travel.
- Standard for return air travel is economy class. The cost of higher class or fare flights, including refundable flights, is not an eligible expense.
- Carry-on luggage is encouraged. However, the cost for 1 checked bag will be covered if necessary.
- The boarding pass for each leg of the trip is required for reimbursement. For digital boarding passes, please submit a screenshot for each leg of the trip.



\*Support cost comparison with three quotes for the same dates of travel. Provide explanation if the most economical option was not selected.

## Accommodation

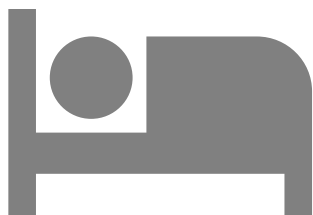
## Support Documents

## Notes

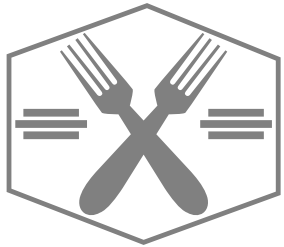
### Hotel

- Paid Invoice

- Each participant will be reimbursed at the negotiated daily group rate of \$189, plus taxes, for a maximum of three (3) nights. Rate includes breakfast.
- Other charges such as room service, mini-bar, room upgrades, and damages are not eligible for reimbursement.



# Food & Per Diem



## Notes

- Reimbursements for food and overnight incidental per diem during travel will be determined by FIT based on each participant’s travel arrangements.
- If travelling during a breakfast, lunch, or dinner period, a fixed amount will be reimbursed as follows:
  - Breakfast \$15
  - Lunch \$20
  - Dinner \$35Cost of food beyond the set rates is at personal expense.  
No receipts for food will be required.
- An overnight incidental per diem of \$11.25 will also be provided to help offset non-meal expenses incurred during travel.
- If breakfast is not provided at your hotel you will be reimbursed at the set rate above.
- Lunch will be provided at the event venue.
- Dinner will not be provided at the event and will be reimbursed at the set rate above.

## Coverage of Expenses

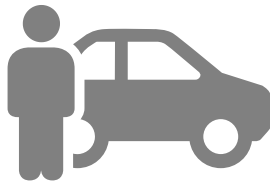
- Travel from residence to Ottawa, arriving in Ottawa on September 25, 2023
- Travel from Ottawa to residence, departing Ottawa on September 28, 2023

## Transportation Mode

## Support Documents

## Notes

### Taxi



- Receipts

- Receipts should reflect taxes and tip for each trip.
- If paid by cash, ask the driver for a written receipt including start address, end address, date, and total cost.
- Only fees on days where travel is essential, including getting to or from a bus, train station, or an airport, either at your point of origin, or in Ottawa are covered. Trips outside of these parameters will not be covered and will be at personal expense.

#### Coverage of Expenses

- Travel from residence to Ottawa, arriving in Ottawa on September 25, 2023
- Travel from Ottawa to residence, departing Ottawa on September 28, 2023

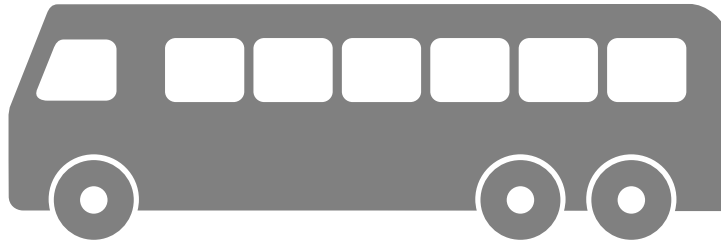
## Transportation Mode

## Support Documents

## Notes

### Bus

- Final Receipt
  - Cost Comparison\*
  - Boarding Passes
- Standard for bus is economy fare.
  - Cost comparison must be submitted for both outgoing and return trips.
  - Additional baggage fees are not covered and are at personal expense.



#### Coverage of Expenses

- Travel from residence to Ottawa, arriving in Ottawa on September 25, 2023
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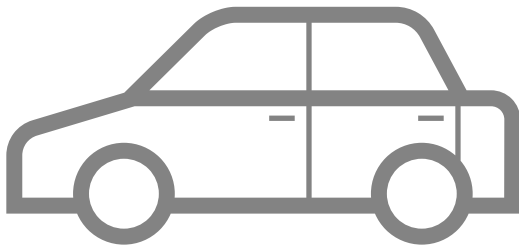
## Transportation Mode

## Support Documents

## Notes

### Personal Vehicle

- Map(s)



- Map must include start address, end address, and total kilometers traveled.
- Trip must be at least 25 km one way.
- Mileage reimbursement is calculated at \$0.35/km.
- Mileage reimbursement covers cost of fuel, insurance as well as general wear and tear of personal vehicle.
- If carpooling with other participants, only one participant may claim mileage for the use of the personal vehicle.

#### Coverage of Expenses

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## Transportation Mode

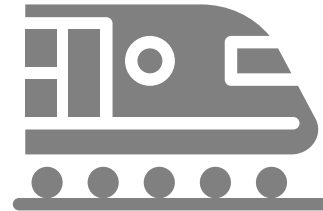
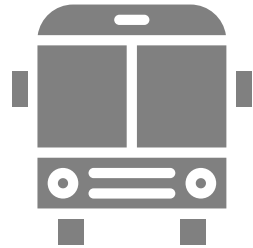
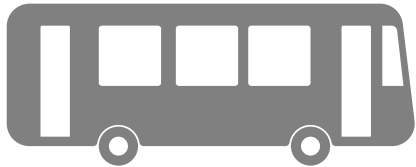
## Support Documents

## Notes

### Public Transit

- Ticket Stub(s)
- Receipts, if provided

- Only fees on days of travel to and from the conference site and another transit hub (airport, train station, bus terminal), either at your point of origin or in Ottawa, are covered. Additional trips while attending the conference are at personal expense. (See Coverage of Expenses below.)



### Coverage of Expenses

- Travel from residence to Ottawa, arriving in Ottawa on September 25, 2023
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## Transportation Mode

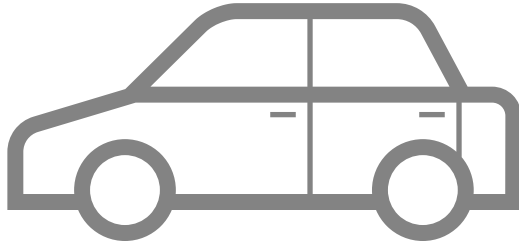
## Support Documents

## Notes

### Rental Vehicle

- Final Receipt
- Cost Comparison \*
- Fuel Receipts

- Standard for rental vehicles is compact.
- If personal insurance does not cover rentals, insurance purchased from the rental vehicle company will be covered.
- If using a rental vehicle, you are ineligible for mileage, but are entitled to be refunded for fuel purchased for the trip, if fuel is not included in rental cost (See Coverage of Expenses below.)



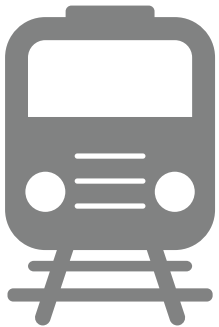
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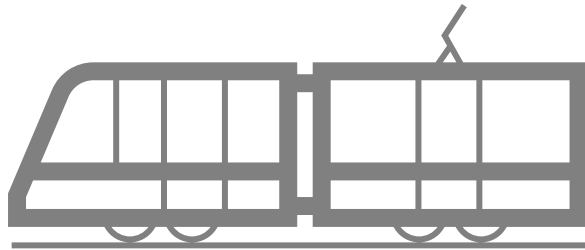
## Transportation Mode

### Train



## Support Documents

- Final Receipt
- Cost Comparison\*
- Boarding Passes



## Notes

- Standard for train is economy fare.
- Cost comparison must be submitted for both outgoing and return trips.
- Additional baggage fees are not covered and are at personal expense.

#### Coverage of Expenses

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# Submit Your Claim

(Expenses will be reimbursed after the event.)

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- 1** **FILL IN and SIGN** your reimbursement claim form. This will be made available before the conference.
- 2** **SCAN** all support documents and save in PDF.
- 3** **UPLOAD** the support documents and reimbursement claim form in the FIT Forum Expenses sub-folder of your FIT SharePoint drive after the event, **but not later than October 13, 2023**.
- 4** **REPLY** to emails, if any, from FIT Finance on any questions that may arise during the processing of your reimbursement claim. [FIT Finance – opantaleon@fit-fit.ca](mailto:opantaleon@fit-fit.ca)
- 5** **ACKNOWLEDGE** payment when received. Expect cheque within 30 business days or direct deposit within 10 business days after FIT Finance approval of your reimbursement claim.