

Guidelines and Specifications

Travel & Business Expenses

The Ontario Rheumatology Association supports high quality health education programs for its membership such that its members are educated and kept informed on developments within health research, health sciences, clinical practice and their profession. The ORA would like to support its advocacy work through further knowledge of National and International research that can help its mandate move forward. The ORA will receive unsolicited requests from its members for financial assistance to participate in professional events that support this mandate. The purpose of these guidelines is to assist members to determine the reasonableness and appropriateness of travel expenses by describing the standards for a number of commonly incurred travel and other reimbursable expenses. In instances not covered by these guidelines or in unusual circumstances, the member should apply judgment to ensure that the expense is reasonable and prudent in the circumstances.

General Principles:

- Members must make sure that they are properly insured and allowed by their institution to travel for attending scientific meetings. The ORA cannot be held responsible for any incident or accident happening on such occasions.
- Travel, accommodation, internet, taxi, parking, meeting registration, and costs for meals can be reimbursed on the basis of original documents (receipts, tickets, invoices, bills etc.) only.
- All ORIGINAL receipts must be submitted within **30 days** of return from the scientific meeting to the ORA c/o Sandy Kennedy admin@ontariorheum.ca or mail to: ORA, 6 – 14845 Yonge St. Suite # 262, Aurora, Ontario L4G 6H8.
- The following details are recommendations. In case of a significant departure from these recommendations, the costs must be pre-approved by the ORA.

Travel

The means of transportation (air, rail, automobile) should be chosen to reflect the most efficient means of travel.

- **Airfare:** For air travel, the lowest reasonable commercial airfares should be considered. The Members are strongly encouraged to take advantage of discount fares for airline travel through advance purchase of tickets where travel schedules can be planned in advance
- **Train tickets:** First and second class train tickets are reimbursed. Members are strongly encouraged to take advantage of discount fares for train tickets through advance purchase of tickets where travel schedules can be planned in advance
- **Using one's own car:** the mileage allowance rate is \$0.50/km.
- **Other costs:** Metro, taxi, bus costs and parking are reimbursed on the basis of receipts, but, as a general principle, the total taxi costs for a trip should not exceed \$100 CDN

Hotel

Hotel rates can vary largely from country to country, and we ask members to use their professional discretion when booking hotel accommodations. Costs for accompanying persons are not covered by the ORA. Members can receive reimbursement for hotel costs with original receipts up to one day before the conference and 1 day following the conference to a maximum of \$500 CDN per night.

Meals

A member will be reimbursed for the reasonable cost of meals required during his/her absence from home. Meal expenses should not exceed a total of \$150 CDN per day.