

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 leadership has established guidelines 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 **6 weeks** of return from the scientific meeting to the ORA c/o Sandy Kennedy skennedy@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.

Transportation

- The means of transportation (air, rail, automobile) should be chosen to reflect the most efficient means of travel.
- Regardless of the means of transportation, total transportation costs may not be higher than the cost of Air Canada Flex airfare plus related ground transportation. Members will be reimbursed for re-booking or change fees when these are incurred for reasons beyond the member's control.
- When the member uses his/her own automobile on ORA business, he/she may claim a mileage allowance as well as actual parking charges. The 2023 rate is \$0.68/km.
- Ride share programs such as Uber are permitted, but the category chosen must be "Comfort" (not SUV/Black)
- Toll highways, such as the 407, are eligible for reimbursement providing the original invoice (or scanned copy of the invoice) are submitted along with the claim

Accommodation

- Hotel accommodations if necessary, should be organized by the member but any hotel accommodations of greater than \$500 per night (excluding taxes) need to be pre-approved by the Association for reimbursement to be considered. Note: the OMA has negotiated a reduced rate for its members across a wide range of hotel chains. Members are encouraged to ask for the OMA member rate when they are booking accommodations that are not part of an ORA room block.

Meals

- A member will be reimbursed for the reasonable cost of meals required during his/her absence from home. Maximum allowable dinner reimbursement is \$90 including taxes and gratuity and maximum allowable amount for wine/spirits is \$70 per bottle and \$25 per person per meal.