

EXPENSE GUIDELINES

OUT-OF-TOWN DELEGATES QFHSA AGM & AWARDS BANQUET April 28, 2018

DEADLINE FOR ACCOMMODATION REQUEST: April 6th, 2018

NOTE: NO REIMBURSEMENTS WITHOUT ORIGINAL RECEIPTS.

A maximum total of \$350 for travel reimbursement per Local Association.

TRANSPORTATION

Please use the most economical means available (Car / Bus / Air / Train / Taxi etc.) Please make all travel reservations at least three (3) weeks in advance to obtain best rates.

Car Allowance:

35¢/km or actual gas receipts, whichever is the lesser amount.
Gas receipts MUST be provided

Local Ground Transportation:

\$30 maximum with receipts, for related travel only,
Ex: to-from terminus, to-from conference site (car, taxi, metro, bus, etc.)

Air Travel:

Must be authorized by QFHSA office **beforehand.**

Train:

Includes economy sleeping arrangements, e.g. berth.

ACCOMMODATIONS

QFHSA will arrange shared accommodation at the Novotel Airport Hotel. [see Request Form]
(If you are not willing to share, you will have to pay the difference.)

MEALS (while travelling)

Daily allowance (plus taxes & gratuities) - \$50 maximum with receipts.

Breakfast – up to \$10; Lunch – up to \$15; Dinner – up to \$25

Wine & alcoholic beverages excluded.

Note: Reimbursements will be issued after all original receipts have been submitted.

Nominate a deserving volunteer for a Golden Torch or Unsung Hero Award

Awards Dinner and Conference Fees

Awards dinner and conference fees are at your association's expense as per the price of the Awards dinner registration form. The QFHSA recommends that local associations budget to pay this expense for their AGM delegates and award recipients.