

EXPENSE GUIDELINES

OUT-OF-TOWN

DELEGATES

QFHSA EVENTS

DEADLINE FOR ACCOMMODATION REQUEST: October 26th , 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:

25¢/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.