

## Can-SOLVE CKD Travel Policy

### I. Transportation

- Return costs for the most economical and direct form of travel between the participant's residence, nearest city or airport and final Destination will be covered.
- Upon verification of registration, travel arrangements will be made by Can-SOLVE CKD administration.
- Regular economy class airfare only will be covered.
- If participants choose to book flights independently, please note that only regular economy return airfare to the destination will be reimbursed. Upgrades to airfare will require quote submission of economy class equivalent. Please contact Can-SOLVE CKD administration prior to booking to confirm reimbursement eligibility.
- If travellers choose to use points from loyalty programs, the 'equivalent' cost of airline tickets will NOT be reimbursed. Only the actual taxes and surcharges paid by the traveller are covered if receipts are provided.
- If necessary for patient partners, fees for one check-in baggage are eligible for reimbursement.
- To request reimbursement for airfare and baggage fees, please provide:
  1. Invoice from online booking service or travel agent showing proof of payment, and
  2. Original copies or print outs of all boarding passes.
- **Flight Changes and Cancellations:** *Original flight invoices will not be adjusted due to change in plans. Participants will be responsible for any change fees or cancellation.*
- Travel by private vehicle may be necessary to save time and/or costs. Reimbursement is made to the driver only and is calculated by applying the mileage rate of \$0.49/km to the actual driving distance by the most direct route (the amount claimed NOT to exceed full economy airfare). Please provide print out of Google Maps travel details.
- Economy fare for train or bus transportation is eligible for reimbursement with original receipts.

### II. Travel Insurance

- Insurance is the responsibility of the participant.
- Any lost or damaged luggage which may incur during travel will not be reimbursed.

### III. Other Transportation

- Reasonable expenditures with receipts for taxis and public transportation to and from airports, railway stations, hotel locations and meeting places are reimbursable, including reasonable gratuities for service.
- Airport parking with original receipts.
- Mileage at \$0.49/km to and from airport or meeting venue with print out of Google Maps travel details.

### IV. Accommodation

- Accommodation arrangements will be made by Can-SOLVE CKD administration.
- The addition of one guest to a standard room may be accommodated at no extra charge.
- Addition of two or more guests is not covered.
- Incidental charges incurred such as telephone, movies, mini-bar, laundry and other services are not eligible for reimbursement.

### V. Meals

Many meals will be pre-arranged by meeting organizers.

- Meal expenses are not eligible for reimbursement if meals provided by organizers are declined.
- When no pre-arranged meals are provided, the UBC Travel Policy allows reimbursement for claims with the following guidelines:
  - Maximum per diem: \$60.00 (including GST/HST and gratuities) \$14.00 Breakfast / \$16.00 Lunch / \$30.00 Dinner  
*(No receipts required; indicate eligibility on tally sheet provided.)*
  - Or, itemized entries on the Travel Expense Form with submission of original receipts.
- **Alcoholic beverages are NOT eligible for reimbursement.** Please ensure that any alcohol consumed is under separate bill.

### VI. Reimbursement Procedures

Submit **signed** Travel Expense Form along with **original receipts** for approval to:

**ATTN: Admin Coordinator  
Can-SOLVE CKD Network  
303F – 1125 Howe Street  
Vancouver BC V6Z 2K8**

Please contact [admin@cansolveckd.ca](mailto:admin@cansolveckd.ca) or 604-682-2344 Ext.69265 for more information.