

# 2014 Research Software Developer's Workshop

## Travel Policy

A maximum of three (3) eligible individuals from each NEP or RPI project team may attend the workshop at CANARIE's expense. If your team is involved in more than one CANARIE NEP or RPI funded project, a maximum of four (4) individuals from across your projects may attend at CANARIE's expense.

Eligible individuals are members of the software development and test teams, as well as the PI. Additional personnel are welcome to attend at your own expense. CANARIE will provide meals during the workshop for all attendees, including additional personnel.

Only expenses incurred by those people identified above are eligible for travel expense reimbursement. Participants are expected to be conscientious in their use of CANARIE funds, and to travel by the most economical and efficient means possible.

### Travel Claims:

A travel expense claim form will be made available electronically. It should be completed and emailed to [cfoinvoicing@canarie.ca](mailto:cfoinvoicing@canarie.ca) within 30 days of the workshop.

**Detailed receipts must be scanned and attached to support all travel expenditures.**

CANARIE will cover transportation, accommodation, and meal expenses, to the extent described below.

### Transportation:

#### Air Travel

- Only economy class for air travel will be reimbursed. Business or executive class is not an allowable expense.
- A combination of air travel and the use of a privately-owned vehicle will not be reimbursed. Only the air portion is eligible for reimbursement.
- Only the portion of the air travel required to attend the workshop will be reimbursed. Flights to alternate destinations will not be reimbursed.

#### Rail

- Rail travel will be reimbursed when it is considered a cost-effective alternative to air and/or car travel.

#### Vehicles

- The use of privately-owned vehicles will be reimbursed at the kilometric rate of \$.50.
- Vehicle rental for a compact or sub-compact car will be reimbursed when it is considered a cost-effective alternative to air or rail travel.

#### Travel - Other

- Hotel parking fees will be reimbursed.
- Taxi fees to and from the airport or train station are eligible for reimbursement.
- Travel agent fees will not be reimbursed.

### **Accommodation:**

Accommodation will be reimbursed based on single or double occupancy only. A block of rooms for the workshop have been reserved at the Sheraton, Toronto Airport Hotel and Conference Centre, at special rate of \$129.00 per room, per night.

Reservations can be made through the hotel website at

<https://www.starwoodmeeting.com/Book/CRJ16AA>, or directly with Sheraton Reservations at 1-866-932-7058. **Please state that you are with the CANARIE Research Developer's Workshop to receive the group rate.**

We encourage all participants to stay at the Sheraton, Toronto Airport; however, if the participant prefers to stay at another area hotel, the cost will only be reimbursed up to \$130.00 (including taxes) per night.

Wifi internet will be provided at the event, and complimentary internet access is provided in the hotel rooms. Any additional internet or wifi access fees will not be reimbursed.

### **Meals:**

- Meal or incidental per diems are not eligible for reimbursement.
- All meals at the workshop will be provided by CANARIE.
- Meal expenses, supported by detailed receipts, incurred during travel are reimbursable.