



Statement of Policy and Procedure for Conference Travel

Effective/Issue Date: April 5, 2018
Last Revised: March 10, 2022
Next Review Date: December 2022

Purpose: To establish guidelines for CAHN members to attend CAHN-supported educational and networking activities.

Policy Statement:

CAHN members may charge the organization normal and reasonable travel (applies to local transportation as well as out-of-town travel) and travel-related expenses, as set forth in this policy, incurred for attending the annual CAHN Conference and other approved events.

Definitions (optional):

- National Conference – The event where CAHN holds the Annual General Meeting.
- Regional Event – An event where education is focused on the general region where the event is held.

Scope and Exceptions:

- This policy applies to CAHN members with an active status.
- No one may authorize an exception to these policies and procedures for his/her own travel.
- Any exception to the standard policy must be authorized in writing by CAHN's President and Treasurer.

Roles and Responsibilities:

CAHN members are responsible for understanding and following this policy as part of the reimbursement of CAHN conference travel.

CAHN's Treasurer will process all travel reimbursement submitted by the deadline outlined in this policy.

In circumstances that are inconclusive, CAHN's Treasure will consult with the Board of Directors who will make the final decisions on these reimbursements.

Procedure:

The following provides guidelines and parameters for travel reimbursement

- To receive reimbursement for the National Conference or a Regional Event (the event) a members' membership status must be active by the end of the day, 7 days prior to the AGM, or 7 days prior to the event, whichever is sooner.
- Members MUST attend the AGM and sign in as instructed.
- The Travel Expense Reimbursement Form must be submitted along with all receipts within 6 weeks of the last day of the event or AGM whichever is later.
- Each member may be reimbursed for the National Conference as well as one (1) Regional Event each calendar year.
- To receive reimbursement for a Regional Event, members may be required to meet an additional condition which will be determined and communicated prior to the event.

Transportation:

All transportation to and from the conference, including parking, will be reimbursed up to a maximum of \$500.00. Please choose the most economical transportation. CAHN reserves the right to refuse to pay for luxury transportation.

- Within the \$500 limit, travel by personal vehicle will be reimbursed up to \$0.50 per kilometer. The most direct route must be chosen. No fuel receipts are required; however, CAHN reserves the right to validate mileage via Google Maps.
- Within the \$500 limit, one checked personal bag will be reimbursed.

Exclusions:

- There is NO reimbursement if reward miles are used to purchase a ticket.
- CAHN will NOT pay insurance (cancellation or medical/travel) for any form of transportation.
- CAHN reimburses travel to and from the conference only and will NOT reimburse intercity travel costs for outings during the conference.
- CAHN will NOT reimburse airline seat selection, upgrades, or rebooking fees.

Accommodation:

- **CAHN encourages room sharing** for conference delegates.
- CAHN will reimburse the member's portion of accommodation costs, including taxes, for two nights (Friday & Saturday) during the National Conference and up to two nights during a Regional Event* to a maximum of 50% of the Conference Accommodation Rate. The Conference Accommodation Rate will be communicated to members via the CAHN e-newsletter.
 - For example, if the Conference Accommodation Rate is \$300 per night, CAHN will reimburse each member either up to \$150 + taxes per night or 50% of the actual cost of accommodation. Whichever is lesser.

**The number of nights reimbursable for Regional Events will depend on the length of the event and will be communicated to members through the CAHN e-newsletter.*

Meals:

- CAHN will not reimburse meal expenses.

Policy Authority: Board of Directors, Canadian Association of Hepatology Nurses

References:

Forms/Paperwork (optional):

- <https://cahn.ca/members-only/conference-travel-expense-reimbursement/>