



National Immunization Strategy Renewal Summit May 14-15, 2024

Venue: **Ottawa Conference & Event Centre**
at **200 Coventry Rd, Ottawa, ON K1K 4S3.**

- Hotels: 1. **Fairfield Inn & Suites by Marriott Ottawa Airport**
2. **Holiday Inn Express & Suites Downtown Ottawa East**
3. **Hampton Inn by Hilton Ottawa**

TRAVEL CLAIM INSTRUCTIONS

For your convenience, our office will submit your claim on your behalf. Cheque reimbursements will be mailed to the address provided. The following details are required for electronic submission. Please email the details and receipts to Wing.Huen@umanitoba.ca, by **May 31, 2024**.

Please provide:

1. Home mailing address
 - a. Guest travel claim reimbursement is a personal claim; payment cannot be issued to a company or an organization.
 - b. For company or organization claims, please contact Wing Huen at Wing.Huen@umanitoba.ca for vendor setup and invoicing details.
2. Your e-signature (in jpg or pdf format)
3. E-receipts (in jpg or pdf format), see below for more details.

Summary of expenses (We can only process reimbursement with e-receipts, except for per diem claims. E-receipts can be in jpg or pdf format):

1. Transportation cost(s), taxi fare, airfare, train fair, etc.
2. Parking fees
3. Guests traveling from outside Ottawa:
 - a. Per Diem (no receipt needed or when receipts are not available).
Per Diem rates: Breakfast \$15.00 CAD, Lunch \$15.00 CAD and Dinner \$30.00 CAD
 - b. Meals with Receipts (excluding alcohol) - receipts include items ordered and gratuity paid
4. Other expenses: e.g. mileage at \$ 0.50/km: please attach a google map of the route taken.

We thank you and appreciate for your participation, and any comments. Please feel free to contact us if you have further questions about the meeting.

Sincerely,

Dr. Yoav Keynan, Scientific Director, NCCID

Margaret Haworth-Brockman, Senior Program Manager, NCCID