



## Expense Claim Guidelines

### Please read these guidelines carefully before completing the Claim for Travel Expenses.

Expenses for pre-authorized business travel will be reimbursed according to the rates described herein. These rates are effective April 01, 2022. Expense claims received after this date will also have these new rates applied. No payments will be made in excess of the allowances established by the Network. For example, flight insurance and additional health insurance are not covered by the Network.

### 1. Air Travel Transportation

#### AIR

Reimbursement will be for economy fare only. Participants are expected to obtain special airline or charter rates when available for designated CTN meetings.

Note: Even if prepaid by the Network, the ticket stub, or E-ticket including boarding pass, must be submitted with the expense claim. Expense reimbursement will be withheld until such items are received.

### 2. Other Travel Transportation

#### RAIL

Coach Class

Note: Receipts are required when claiming parking expenses

#### TAXIS

Receipts are required for all taxi fares with gratuities not exceeding 15%. Where a taxi trip is shared, the name(s) of the person(s) with whom the taxi was shared should be disclosed on the travel claim.

#### BUS

e.g., A Greyhound Bus

#### PRIVATE VEHICLE

Indicate number of kilometres. Claim \$0.61 per km for the first 5,000 km driven, and then \$0.55 per km driven after that. (An online distance calculator is required — see page 4 for an example)

#### RENTAL CAR

The use of a car is acceptable where, in the opinion of the Network, this method of travel is economical and practical. Compact sized cars only will be authorized.

### 3. Accommodations

#### COMMERCIAL

Care should be taken to request government or business rates (receipts required). Hotel rates must be as economical as is reasonably possible, and must not exceed \$200.00 per night (not including taxes).

Note: When the hotel has been pre-arranged by the Network, only room & tax will be directly chargeable to the Network. All other expenses not covered under section 5.

#### PRIVATE

Travellers may be reimbursed for modest gestures of appreciation for individuals who have provided accommodations or other reimbursable items to the traveller. The maximum allowed is \$50 per day or \$150 total for the duration of the trip. Receipts must be submitted to claim this expense. Reimbursement of this item may not be approved if the person approving the traveller's claim determines the gesture of appreciation was inappropriate.

Other expenses will be the responsibility of the individual concerned unless it is an obvious business expense and receipts are provided.



#### 4. Meals

It is the intention of the Network that a composite allowance for meals shall be paid in all normal travel situations. No receipts are required. Effective September 1, 2022, please claim the following amounts:

	Canada (CAD)	USA & International (CAD)
<b>BREAKFAST</b>	<b>\$18.00</b>	<b>\$24.00</b>
<b>LUNCH</b>	<b>\$20.00</b>	<b>\$26.00</b>
<b>DINNER</b>	<b>\$42.00</b>	<b>\$50.00</b>

#### BUSINESS MEALS

Reasonable expenses for pre-authorized business meals will be reimbursed when an itemized receipt, indicating the purpose and attendee names, is provided. Gratuities generally not to exceed 15%, unless the vendor has a higher pre-set gratuity. However, expenses will not be reimbursed for meetings where meals or refreshments are served.

Note: No meal allowance is to be claimed for meals provided (e.g., meals provided during meetings, meals paid for by others or served aboard aircraft).

#### 5. Others

##### TELEPHONE CALLS ON NETWORK BUSINESS —

- Use free secured WIFI whenever possible
- Long-distance business related calls shall be supported by statements as to which office or official called. A receipt with explanation is required.

**LAUNDRY —** If a person is away longer than six nights, reasonable laundry expenses (with receipts) may be claimed during the additional time.

#### General Info

When a receipt with proof of payment is lost, the claimant shall sign a declaration to that effect. One must confirm the details, the amounts claimed, and include a stipulation that these expenses have not been and will not be submitted to another organization for reimbursement, before reimbursement is authorized. Please contact the CTN if a declaration is needed.

All amounts claimed should be in Canadian dollars. In converting from foreign currencies please provide us with a copy of your credit card statement(s) or else we will calculate the rate based on the travel dates.

All expense claims must be submitted to the CTN prior to March 31 each year. All receipts are to be arranged into separate PDF files according to the expense categories stated on the claim form (i.e., one for Air Travel Transportation, one for Other Travel Transportation, and so forth). Otherwise this may cause a delay with processing of the expense claim.



the CTN  
CIHR Canadian  
HIV Trials Network

le Réseau  
Réseau canadien  
pour les essais VIH des IRSC

588 - 1081 Burrard Street  
Vancouver, BC V6Z 1Y6

## Claim for Travel Expenses

FULL NAME (TO BE ISSUED ON CHEQUE)

DATES OF TRAVEL

FULL MAILING ADDRESS

WITH POSTAL CODE

LOCATION AND NAME OF MEETING

AMOUNT CLAIMED

1. AIR TRAVEL TRANSPORTATION

2. OTHER TRAVEL TRANSPORTATION: Rail, Taxi, Buses, etc

3. ACCOMMODATIONS – INDICATE # NIGHTS X \$ PER NIGHT

4. MEALS

DATE

BREAKFAST  
@\$18.00 (Canada)  
@\$24.00 (US & Int.)

LUNCH  
@\$20.00 (Canada)  
@\$26.00 (US & Int.)

DINNER  
@\$42.00 (Canada)  
@\$50.00 (US & Int.)

SUB-TOTAL:

TOTAL MEALS

5. ADDITIONAL EXPENSES

CONFERENCE REGISTRATION

MILEAGE (PLEASE INCLUDE AN ONLINE DISTANCE CALCULATOR)

OTHERS (DESCRIPTION REQUIRED)

LESS ADVANCE RECEIVED (ENTER NEGATIVE NUMBER)

NET CLAIM

Signature

Date

**Before submitting an electronic copy of the claim and supporting documents, please arrange receipts in separate PDF files according to expense categories** (i.e., one for Air Travel Transportation, one for Other Travel Transportation, and so forth). If any receipts are missing, please provide your signed declaration as outlined under the 'General Info' section.



## Sample Distance Calculator



Directions to 1081 Burrard St, Vancouver, BC V6Z 1Y6  
10.0 km – about 17 mins



2075 Wesbrook Mall, Vancouver, BC V6T 2A1

- |  |                            |
|--|----------------------------|
| 1. Head <b>southeast</b> on <b>Wesbrook Mall</b> toward <b>University Blvd W</b>       | go 50 m<br>total 50 m      |
| 2. Take the 1st left onto <b>University Blvd E</b><br>About 3 mins                     | go 2.3 km<br>total 2.4 km  |
| 3. Continue onto <b>W 10th Ave</b><br>About 3 mins                                     | go 2.1 km<br>total 4.5 km  |
| 4. Turn left onto <b>Alma St</b><br>About 1 min  | go 99 m<br>total 4.6 km    |
| 5. Take the 1st right onto <b>W Broadway</b><br>About 5 mins                           | go 2.9 km<br>total 7.5 km  |
| 6. Turn left onto <b>Burrard St</b><br>Destination will be on the left<br>About 5 mins | go 2.5 km<br>total 10.0 km |



1081 Burrard St, Vancouver, BC V6Z 1Y6

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2013 Google

Directions weren't right? Please find your route on [maps.google.ca](http://maps.google.ca) and click "Report a problem" at the bottom left.

### Example

- Go to [maps.google.com](http://maps.google.com)
- Click to "Get Directions"
- Click icon for car
- Enter Start Address **A**
- Enter End Address **B**
- Click Blue Box Get Directions button
- Click icon for print