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CCMG Travel Policy

Introduction

The following policy addresses professional development and research meeting travel supported by the Canadian College of Medical Geneticists. All travel assistance is provided on a reimbursement basis. The limits set out within this policy are set with the intention of being able to fund as many activities critical to CCMG mandate as possible in a fiscally responsible manner. Member's ability to be reimbursed for travel must be preapproved.

Policy

1. Travel expenses will be reimbursed only to the extent that the expense was incurred solely for approved business travel and to the extent that it is not claimable in whole or in part from any other source.
2. All travel claims must be approved.
3. Each individual must submit an expense claim for their own travel expenses. Travel claims covering a group of travelers will not be accepted. Receipts are required for all expenses claimed.
4. CCMG reserves the right to reject unreasonable travel and entertainment expense claims.
5. Travel expense claims must be submitted to CCMG within 60 days following the completion of the trip, except for travel in November, for which claims must be submitted within 30 days of fiscal year-end.
6. Where possible, separate claims should be submitted for each approved trip.

Eligibility of Expenses

This section identifies individuals and expenses relating to reasonable and relevant meeting travel or travel on behalf of the CCMG which are eligible for reimbursement from CCMG including Linda Stevens Fund.

Travel

Includes all applicable ground, rail or full fare economy flight travel costs to and from residence and the meeting. Also included are airport parking and any necessary ground transport while at the meeting, e.g. taxi to and from hotel to the meeting place. The meeting dates are known well in advance; it is the responsibility of each individual to make reservations early to ensure the lowest possible airfare.

Maximum reimbursement will be:

- Air, Train: Full fare economy class up to a total of 1500 Canadian dollars
- Car: submit mileage. Reimbursed at the [NJC rate](#) on the day of travel

Hotel

Includes reimbursement only for the number of nights required to attend that particular meeting. Additional nights before or after the meeting are not covered. The number of required nights may

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differ from person to person depending on such factors as origin, destination, flight availability, meeting dates and times and perhaps even the weather.

If a member chooses to stay with friends or relatives, a per diem rate of the NJC amount indicated for "Private non-commercial accommodation allowance" is reimbursable.

Hotel costs are not covered for members who live in the city where the meeting is held and within a reasonable distance/time from the location of the meeting.

Maximum reimbursable hotel is 300 dollars Canadian per night plus applicable taxes.

Meals

Includes all reasonable costs for meals during the meeting or while travelling, to a maximum of the [NJC daily total](#). Alcohol is not eligible for reimbursement.

*The CCMG Travel Policy should be reviewed annually by the Treasurer. Any proposed changes should be approved by the CCMG Board of Directors.