Machine Learning for Health (ML4H) Unconference
Expense Policy

Purpose and Scope

This expense policy applies to all eligible invited and registered guests of the Machine Learning for Health (ML4H) Unconference in Toronto on May 28 and 29 in Toronto.

This expense policy is intended to help attendees where travel costs might prohibit their attendance. If you have other means of support, and Vector reimbursement isn't imperative to your travel, please consider the needs of others given limited resources.

ML4H assumes no obligation to reimburse expenses that are not in compliance with this policy. This policy is valid from April 16th to June 14th, 2019 and only applies to the ML4H 2019 Conference.

Eligible Expenses

Eligible expenses include:

- **Travel:** Attendees must choose the most practical and economical travel option to be eligible for reimbursement.

    Air travel:
    Air travel should be booked using the least expensive economy class fare. If a premium fare is purchased, the claimant will be reimbursed the equivalent least expensive economy class fare *only*. Advanced booking, at least 14 days, is strongly advised to obtain the best fare. No reimbursement will be provided for tickets purchased with frequent flyer points. Open tickets are not eligible for reimbursement.

    Rail travel:
    Rail travel should be booked in the least expensive economy class fare. If a premium fare is purchased, the claimant will be reimbursed the equivalent least expensive economy class fare *only*.

    Car travel:
    Car travel will be reimbursed at a rate of $0.54 CAD per kilometre subject to a 500km limit in round trip length. When claiming for car mileage, the starting and ending point must be included with the claim (e.g., the claimant could submit an image of their route using Google Maps). Reimbursement will be made for the most direct route *only*. The traveler is responsible to ensure they have adequate insurance coverage.

    Rental cars will be reimbursed only if they are the most practical (e.g., the attendee does not have access to a personal vehicle) and economical (i.e., rental costs for luxury

vehicles will not be reimbursed) travel option for the number of people traveling. If the credit card used to rent the vehicle does not include vehicle rental insurance, purchase of collision and liability insurance available from the rental agency will be reimbursed.

ML4H does not cover collision damage.

Personal Travel Combined with Program Travel:
When personal travel is combined with travel to the programs, the attendee will be reimbursed for *only* the program portion of the trip at the lowest available fare. Where the allocation of program versus personal travel is not clearly evident e.g., a multi-destination airline ticket where one or more of the destinations is for personal travel, then an airfare quote for the "program portion only", taken at the same time as the actual airline booking, should be provided to the approver. The airfare quote for the program portion of the trip will be the reimbursable amount, if this amount is lower.

- **Accommodation:** The standard for accommodation is a single room with a private bath in a conveniently located student housing or average class hotel. Use of luxury accommodation (rated 5-star by North American standards) will not be reimbursed.

- **Dependent Care:** For the purposes of this policy, a dependent is a person who resides with the traveller on a full-time basis and relies on the traveller for care (e.g., a child or parent). If the dependent is accompanying the attendee, the eligible cost is limited to the cost of care during the meeting and other meeting-related events. Expenses for dependent care may be reimbursed up to $75 per day if there is a caregiver's receipt.

Non-Eligible Expenses

Ineligible expenses include:
- Meal expenses
- Recreational expenses (e.g., mini-bar charges, movie rentals, alcoholic beverages etc.)
- Personal items
- Fines for traffic violations or collision damage
- Expenses for an accompanying spouse, friend, or family member (other than related to dependant care as described above)
- Expenses for failure to cancel transportation or reservations
- Personal travel insurance (e.g., medical, baggage). For clarity, vehicle rental insurance is an eligible expense, as described above.
- Gas as it is already included in mileage calculations
- Bank/Credit card charges related to foreign exchange fees, debit fees, and/or annual service fees
- Lost or stolen items
- Costs associated with obtaining a visa for travel

Maximum Claim Amounts

Eligible expenses and supporting documentation may be submitted for reimbursement with payments provided to the following maximums depending on distance travelled:

- Invited and registered guests traveling 250 km or less are not eligible to claim expenses.

- Invited and registered guests that are traveling more than 250 km within North America to attend the program may claim up to a maximum of **$1000;**

- Invited and registered guests residing outside of North America and traveling to the program may claim up to a maximum of **$1,300.**

Expense Claim Reimbursement Process

An expense claim form and instructions to fill out the form will be emailed to you after the completion of the summer school program.

Please note that all expenses will be reimbursed in Canadian dollars.

Submission of Expense Claims: Expense claims must be submitted by the deadline. Claims received after the submission deadline will not be reimbursed. Acceptable documents for expense claims include:

- <u>Original</u> or <u>photos of original</u> receipts with <u>itemized details</u> of charges and taxes.

- To note, credit card slips will <u>not</u> be accepted as proof of expense.

- If applicable, for <u>expenses incurred in a foreign currency</u>, a copy of a credit card statement showing the expense amount along with proof from a bank or foreign exchange company showing the Canadian exchange rate on the date of the transaction.

Deadline to submit your expense forms: 4:00 p.m. EST on Friday, June 14, 2019

No expense claims submitted after this date will be eligible for reimbursement regardless of circumstances, documentation, or eligibility

Questions? Email us at events@vectorinstitute.ai