



2025 APPHON/ROHPPA Conference

May 1 to 3

IWK – 5850/5980 University Ave, Halifax NS | Virtual via MS Teams

Reimbursement Process

APPHON/ROHPPA will support **non-physician registrants travelling farther than 100km** (one-way) with mileage (see restrictions* below), bridge/road tolls, parking, hotel room (double occupancy), and per diem meal reimbursements (for meals not already included in the conference).

Travel and meals must be paid upfront by registrants and reimbursed after the event. Hotel rooms and parking are paid by APPHON/ROHPPA directly to hotel.

***Mileage Restrictions**

Our conference budget does not allow for individual travel to / from the conference. This means that carpooling from the various regions of the province is necessary. Please decide in advance who will cover and claim the travel mileage.

Registrants from **Newfoundland & Labrador** are eligible for flight reimbursement, but certain restrictions apply.

Flight Booking Restrictions:

Flights must be booked directly with the airline (not a third-party website such as Expedia). Booking economy or standard fare only. Route from home city to Halifax return (no other travel combined). Receipt and boarding pass must be submitted with Expense Claim form. Checked baggage fees are not eligible for reimbursement.

Reimbursement Process - Please Note:

To be eligible for reimbursement, if arriving from outside of NS, a **Travel Pre-Approval form** is required in advance. As soon as you register, request this form from joanne.albrecht@iwk.nshealth.ca.

Following the event, ALL attendees requesting reimbursement are required to submit an **Expense Claim form** (with receipts); request this form from joanne.albrecht@iwk.nshealth.ca.

Reimbursements are processed by RIA Finance and IWK Finance; we estimate 30 days

processing (from when we receive your completed Expense Claim form) but we cannot guarantee turnaround times.

Example of Reimbursements provided after the event:

Travel - If flying in from NL: Travel from home to airport, return (receipts required). Flight from home to Halifax (receipt and boarding pass required). Travel from airport to hotel, return (receipts required). Please note: if your flights align with others, you are required to travel together from the airport to the hotel, selecting one person to pay/claim it.

Travel - If arriving from 100+ km outside of Halifax: Bridge and road tolls (receipts required). For first 400km, mileage reimbursement rate is \$0.5932/km; for remaining kms, rate is \$0.25/km (receipts not required).

Meals - If arriving from 100+ km outside of Halifax: Meals not already served while in conference are reimbursed at a “per diem” rate: \$8 per breakfast (Friday and Saturday), \$20 per supper (Thursday, Friday and Saturday). Receipts not required for per diem meals.