2027 APPHON/ROHPPA Conference

May 27-29
IWK – 5850/5980 University Ave, Halifax NS | Virtual via MS Teams

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Reimbursement Process

APPHON/ROHPPA will support **non-physician registrants travelling farther than 100km** (one-way) with mileage, bridge/road tolls, parking, hotel room (double occupancy), and per diem meal reimbursements (for meals not already included). Registrants from Newfoundland & Labrador are also eligible for flight reimbursement. Hotel rooms and parking are paid by APPHON/ROHPPA directly to hotel. Travel and meals must be paid upfront by registrants and reimbursed after the event. **Certain restrictions apply; please read this document carefully.**

Reimbursement Process:

If arriving from outside of NS: To be eligible for reimbursement, a Travel Pre-Approval form is required in advance of any travel. As soon as you register, request this form by emailing APPHON Admin at joanne.albrecht@iwk.nshealth.ca.

Expense Claim Form: Within 14 days of the event, attendees requesting reimbursement are required to submit an Expense Claim form (with receipts); request this form by emailing APPHON Admin at joanne.albrecht@iwk.nshealth.ca.

Timeline: Reimbursements are processed by Research Finance *and* IWK Finance; we estimate 30 days processing from when we receive your completed Expense Claim form, but we cannot guarantee turnaround times.

Mileage Restrictions:
Our conference budget does not allow for individual travel to/from the conference. If others are traveling from the same location, carpooling is necessary. Please decide in advance who will pay and claim the travel mileage.

Flight Booking Restrictions:
Travel pre-approval must be confirmed prior to booking flights (see process and form above). Flights must be booked directly with the airline (not a third-party website such as Expedia). Economy or standard fare only. Route from home city to Halifax return (no other travel combined). Checked baggage fees are not eligible for reimbursement. Receipt *and* boarding pass must be submitted with Expense Claim form.

Examples 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 between the airport and hotel, selecting one person to pay/claim the expense.

Travel - If arriving from 100+ km outside of Halifax: Bridge and road tolls (receipts required). For first 400km, mileage reimbursement rate is \$0.589/km; for remaining kms, rate is \$0.25/km (receipts not required). Please note: If others are traveling from the same location, carpooling is necessary, selecting one person to pay/claim the travel mileage.

Meals - If arriving from 100+ km outside of Halifax: Meals not already served while in conference or included in the hotel room are reimbursed at a "per diem" rate: \$8 per breakfast, \$15 per lunch, \$20 per supper. Receipts are not required for per diem meals.

We look forward to welcoming you in May!

If you have any questions, please let us know by contacting APPHON Admin at:
902-717-0963 | joanne.albrecht@iwk.nshealth.ca