



Travel Arrangements and Expense Reimbursement Policy 2020 ISAPP Meeting

[Banff Centre for Arts and Creativity](#), Banff, Alberta, Canada

June 1-4, 2020

The information in this document provides general guidance on travel to and accommodations at the 2020 ISAPP meeting. It also provides details on expense reimbursement policy for those participants who qualify.

ISAPP will reimburse travel costs for approximately 60 participants at this meeting, which constitutes our largest single budget expense. Therefore, we only provide reimbursement for economy airfare and transport to the meeting site from the airport. ISAPP appreciates your efforts to be cost-conscious, by booking flights and accommodations in a timely manner and booking on discount airlines when available.

- 1. Basic travel support:** Basic travel support is available to invitees who participate in the entire ISAPP meeting and fulfill their agreed role(s) at the meeting. Some travel expenses are not reimbursed, such as transportation/mileage to and from your departure airport, parking at your departure airport, any additional food or drinks (including those incurred during travel), or costs related to accompanying guest's travel or meals. **Industry Advisory Committee (IAC) representatives must cover their own travel expenses and accommodations** but will not be charged for group meals or receptions.
- 2. Meeting Registration:** All ISAPP meeting participants must register through the [ISAPP meeting information website](#).
- 3. Venue:** The conference venue is the [Banff Centre for Arts and Creativity](#)
- 4. Accommodations:** Hotel rooms for **Invited Experts, Speakers, and Board Members** will be booked on your behalf by Heather McCallin. Our block of rooms is in the Professional Development Center and Lloyd Hall. Heather will automatically book the dates you either requested for an airfare quote or based on the airfare she books on your behalf. **ISAPP will cover 3 nights for North American participants, and 4 nights for travelers from other locations.** Additional hotel nights may be requested but are the responsibility of the speaker or expert.

Hotel rooms for **Industry Advisory Committee Members or other attendees not eligible for travel reimbursement** will not be booked directly by ISAPP. Please book your hotel using this link: [Book a room](#) at Banff Center for Arts and Creativity. If you wish to book any pre-post guestrooms (our room block extends from check-in Sunday May 31 through check out Thursday June 4), please do so via email: reservations@banffcentre.ca or call 1.800.884.7574.

- 5. Travel to the meeting:** ISAPP will cover round trip economy fare air travel from your home airport into Calgary and the 90 min shuttle ride to and from the Calgary airport to the venue.
 - A. Invited Experts, Speakers, and Board Members,** please contact ISAPP's Executive Coordinator Heather McCallin. Mrs. McCallin may be reached at heather@isappscience.org (preferred) or 1-720-220-0260.
 - i. Information to provide when requesting air travel:**
 1. Exact name, as it appears on your passport/ID
 2. For international travel, your passport number, country of issue, and passport expiration date
 3. Date of birth

4. Gender
 5. City of origin
 6. Preferred dates/times of travel
 7. Cell phone for travel updates
 8. Seating preference (aisle or window)
 9. Any applicable frequent flyer numbers
- ii. There are several companies offering shuttle service to the venue from the Calgary airport. Heather will advise about preferred shuttle scheduling as the conference date approaches.

B. It is the responsibility of the traveler to determine if any travel visas are required.

C. If you want to book your flight directly rather than through ISAPP's Executive Coordinator (including if you want a routing different from round trip into Calgary), or if you prefer to drive a private automobile, **please inform Heather McCallin (heather@isappscience.org) to obtain a reference air travel price quote at least one month prior to travel.** This price quote must be submitted with your request for reimbursement. The reimbursable amount will not exceed a price quote for the economy round trip fare from your home airport. If the actual cost is less than the price quote, then the actual cost will be reimbursed.

6. **Meals:** Meals during the conference, with the exception of dinner Tuesday evening, will be provided by ISAPP. The cost of additional food or refreshments, including meals during travel, is the responsibility of the participant.
7. **Accompanying guests:** Accompanying guests are welcome to participate in conference meals at your expense. Please indicate your intention to bring a guest on the registration form. You will be contacted to arrange payment for any shared meals.
8. **Additional expenses:** Costs for accompanying guests, non-direct travel routings, pre- or post-meeting activities, additional nights' accommodations or upgraded accommodations will be borne by the participant.
9. **Submission of travel expenses for reimbursement must be completed by:**
June 30, 2020:
- Please use the Travel Reimbursement Request Form available at the ISAPP meeting information website.
 - ***Any claims submitted after this date will NOT be reimbursed.***
 - Any questions on travel reimbursement should be directed to Mary Ellen Sanders at maryellen@isappscience.org.