

**Vector Institute Expense Policy for Eligible Attendees**  
**Vector AI Master's Summit & Career Fair: September 19, 2019**

**Eligibility and Maximum Claim Amounts**

The expense policy applies to students currently enrolled in Vector recognized master's programs, master's level Vector researchers, and Vector Scholarship in AI recipients who are invited to attend the Vector AI Master's Summit and Career Fair on Thursday, September 19, 2019.

Invited students must register on the Eventbrite page by September 7th at 11:59 pm and check in at the registration table onsite on September 19, 2019 to be considered for eligibility to submit an expense claim.

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

Eligibility and Maximum Claim Amounts are as follows:

- Invited attendees travelling from their primary residence or institution that is located more than 100 km away (e.g., Waterloo) from the event venue (234 Bay Street, Toronto) may claim up to \$50.00 CAD for travel only.
  
- Invited attendees travelling from their primary residence or institution that is more than 400 km away (e.g., Ottawa) from the event venue (234 Bay Street, Toronto) may claim up to \$500.00 CAD, including no more than one night of accommodation expenses.

The Vector Institute assumes no obligation to reimburse expenses that are not in compliance with this policy.

**Eligible Expenses**

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

Eligible expenses include:

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

Rail travel: Rail Travel (VIA Rail or GO Train) should be booked in the least expensive economy class fair. For VIA RAIL, booking should be made at least 2 weeks in advance to take

advantage of Escape fares. If a premium fare is purchased, the claimant will be reimbursed the equivalent least expensive economy class fare *only*.

Air travel: Air travel should be booked using the least expensive economy class fare, with flights landing in Toronto between September 18th to September 19th, 2019. If a premium fare is purchased, the claimant will be reimbursed the equivalent least expensive economy class fare *only*. No reimbursement will be provided for tickets purchased with frequent flyer points or other reward point systems. Open tickets are not eligible for reimbursement. Seat selection is not eligible for reimbursement.

Car travel Reimbursements will be at a rate of .54 CAD per kilometre. When claiming for car mileage, the starting and ending point must be included with the claim (e.g., the claimant could submit a map and directions 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 (e.g., 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. The Vector Institute does not cover collision damage.

Personal travel combined with program travel: When personal travel is combined with travel to the Vector AI Master's Summit & Career Fair, 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, Airbnb or an average class hotel. Use of luxury accommodation (rated 5-star by North American standards) will not be reimbursed.

**Only attendees travelling from more than 400 km away may claim accommodation expenses.**

## **Non-Eligible Expenses**

Ineligible expenses include:

- Meal expenses
- Recreational expenses (e.g., mini-bar charges, movie rentals, alcoholic beverages, etc.)
- Personal items
- Expenses for an accompanying spouse, friend or family member
- Expenses for failure to cancel transportation or reservations

- Expenses for changing transportation or reservations
- Personal travel insurance (e.g., medical, baggage). For clarity, vehicle rental insurance is an eligible expense, as described above.
- 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
- Fines for traffic violations or collision damage

### **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 event. 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:

- Original or photos of original receipts with itemized details of charges and taxes as well as boarding passes with fare can be included, if applicable. To note, credit card slips and bank statements will not be accepted as a proof expense; and
- If applicable, for expenses incurred in a foreign currency, a copy of a credit card statement showing the expense amount along with the proof from a bank or foreign exchange company showing the Canadian exchange rate on the date of the transaction.

**Deadline to submit your expense claim: 4:00 pm EST on Friday, October 4th, 2019**

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

Questions? Email us at [johannah.thumb@vectorinstitute.ai](mailto:johannah.thumb@vectorinstitute.ai) with subject line: Vector Expense Reimbursement.