

**Vector Institute Expense Policy for Eligible Attendees
Research & Careers in AI: Financial Services Edition! (January 24, 2020)**

Eligibility and Maximum Claim Amounts

The expense policy applies to Vector Scholarship in AI recipients, students **currently enrolled** in Vector recognized master's programs, Vector researchers, students of Vector Faculty Affiliates and Vector Postgraduate Affiliates who are invited to attend the Research & Careers in AI: Financial Services Edition! Event on January 24, 2020.

Invited students must register on the Eventbrite page by January 22nd at 11:59 pm and check in at the registration table onsite on January 24, 2020 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, London, Ottawa) from the event venue (661 University Ave, Toronto) may claim up to \$60.00 CAD for travel only.

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

Minimum Claim Amount:

- Please note that there is a **minimum of \$15 CAD** in order to claim a travel reimbursement.

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*.

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 train ticket where one or more of the destinations is for personal travel, then a quote for the "program portion only", taken at the same time as the actual ticket booking, should be provided to the approver. The ticket quote for the program portion of the trip will be the reimbursable amount, if this amount is lower.

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 through completing the Expense Form which can be found here:

<https://vectorinstitute.ai/wp-content/uploads/2019/11/expense-claim-form-blank.xlsx>

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, January 31st, 2020

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

Questions? Email us at aimasters@vectorinstitute.ai with Subject Line: Travel Reimbursement, Financial Services Event.