

Canary Foundation Early Detection Symposium Travel Policy

Canary Foundation will reimburse travel and lodging expenses for out-of-town attendees of the Canary Foundation Early Detection Symposium. **Due to cost constraints, Canary Foundation is unable to reimburse travel and lodging expenses for local (within 50 miles) attendees.** Canary Foundation appreciates the efforts of those who travel for Canary Foundation business to keep costs within reasonable limits and to follow consistent policy and procedures with respect to the reimbursement of these expenses. Canary Foundation reimbursement procedures are described below. **You must follow these instructions in order to receive reimbursement.**

Summary

- Air and ground transportation expenses are capped at \$350 for travel from the West Coast (Washington, Oregon, California) to Palo Alto; and \$650 for travel from all other points in the United States and Canada to Palo Alto.
- Hotel will be reimbursed at the approved hotel rate. Participants booking outside of the dates eligible for discounted rates will not be reimbursed for the difference in rate.
- Canary Foundation cannot reimburse meals, limousines, rental cars, alcohol, wireless internet or any miscellaneous hotel charges.
- Due to cost constraints, Canary Foundation is unable to reimburse travel and lodging expenses for local (within 50 miles) attendees.
- All exceptions require the approval of the Canary Foundation Finance and Administration Manager.

Air and Ground Transportation Expenses

- Reimbursement for **air and ground** transportation expenses will be capped at \$350 for travel from the West Coast (Washington, Oregon, California) to Palo Alto; and \$650 for travel from all other points in the United States and Canada to Palo Alto (amounts subject to change at the discretion of Canary Foundation). Travelers are expected to obtain the lowest possible airfare. Please book your air travel at least 30 days in advance to ensure that your costs do not exceed the reimbursement caps. We reserve the right to refuse reimbursement for airfare booked at a late date.
- International air travel (except Canada) requires permission from the Canary Foundation Finance and Administration Manager prior to booking and will be reimbursed subject to a cap to be determined by Canary Foundation.
- We strongly encourage you to utilize a shared taxi, shuttle service or public transportation for the ground transfer between your home or office and the airport in your home city and ground transfer between San Jose International Airport or San Francisco International Airport and Palo Alto. South & East Bay Shuttle: (800) 548-4664. SuperShuttle: (415) 558-8500. Caltrain also operates convenient commuter trains between San Jose International Airport and the Sheraton Palo Alto. We cannot reimburse bills for limousines or private sedan services.

Accommodations, Meals and Miscellaneous Expenses

- Canary has secured a block of rooms at the Sheraton Palo Alto: (650) 328-2800 to accommodate those traveling to the meeting site from outside the area. Please mention Canary Foundation when booking to secure our discounted room rate. Accommodations will be reimbursed at the approved hotel rate. The Sheraton tends to fill up quickly, so participants are encouraged to book early. **A cut-off date of April 3, 2017 has been established;** after this date, Canary Foundation cannot guarantee reimbursement at discounted rates. If at the time of making your reservation, rooms are no longer available at the conference hotel, please make arrangements for nearby accommodations that charge a comparable rate. Participants booking outside of the dates eligible for discounted rates may not find a comparable rate and will not be reimbursed for the difference in rates.
- Canary Foundation will only pay for your hotel accommodations for the nights of the conference, May 2 and May 3, 2017. If you choose to arrive early or stay after the conclusion of Symposium, you will be responsible for the cost of the extra nights.
- The Sheraton Palo Alto requires 72 hours notice to cancel a reservation. Any cancellation fees will be the responsibility of the individual making the reservation.
- Meals are provided as part of the Symposium; **no reimbursement will be provided for meals.**
- Canary Foundation will pay the Sheraton Palo Alto directly for overnight accommodations, but we require you to pay for ALL other charges billed to your room, including, wireless internet, meals, telephone, movies, health club, laundry charges, mini bar charges, and any other miscellaneous expenses.
- Canary Foundation provides shuttle bus service between the Sheraton Palo Alto and Symposium events. Taxi service for transportation between the hotel and Symposium events will not be reimbursed.

Submitting Expense Reports

1. Please complete a Canary Foundation travel expense form, available for download at canarysymposium.org. Expense reports, and original or scanned copies of receipts, for air and ground travel should be mailed or emailed to the Canary Foundation office within 30 days from the end of the Canary Symposium. Reports and receipts received after 90 days will not be paid.
2. Reimbursement checks will not be generated until a signed copy of the expense report and all original receipts, or scanned copies, have been received. Copies must be legible and contain the name of the service provider, date, and amount of expense. Any item listed as an expense without a receipt will not be reimbursed.
3. All documentation or questions regarding reimbursements should be sent to Candace (Candy) Gularte, Canary Foundation Finance and Administration Manager. Contact details listed below.
4. Once all documentation has been received, reimbursement checks will be processed within 30 days.

Candace Gularte
Finance and Administrative Manager
Canary Foundation
805 Veterans Blvd., Suite 301
Redwood City, CA 94063

Phone: 650-646-3200
Email: candy@canaryfoundation.org