

## Centre for Innovation 2018 Travel Bursary Guidelines

The 2018 Travel Bursary provides financial assistance for eligible trainees to attend the Centre for Innovation Research Trainee workshop (May 31), the Centre for Innovation Research Day (June 1), and the 35<sup>th</sup> International Congress of the ISBT (June 2-6), all being held in Toronto.

The bursary has a maximum value of \$700 and is intended to provide financial assistance with any of the following expenses:

- Travel to/from any of the three events in Brampton or downtown Toronto;
- Meals incurred because of attending the events but not provided during the events;
- For trainees residing outside of the GTA, accommodation in Toronto.

For trainees presenting an oral or poster presentation at the ISBT, an additional \$300 can be requested to cover registration fees for the 35<sup>th</sup> International Congress.

Reimbursement will be processed following the events and in accordance with Centre for Innovation Travel Policy.

### Eligibility for Bursary:

- Applicants must be a graduate student or postdoctoral fellow supervised by a Canadian Blood Services research or development scientist or supported through the Canadian Blood Services graduate fellowship or postdoctoral fellowship programs.
- Applicants must register and attend the Centre for Innovation Research Day.
- Applicants must register and attend the Centre for Innovation Research Trainee workshop.
- Applicants attending the 35<sup>th</sup> International Congress of the ISBT in Toronto will be given priority, over applicants attending only Research day and Research Trainee workshop.
- Applicants who are presenting an abstract (oral or poster) at the 35<sup>th</sup> International Congress of the ISBT in Toronto will be given priority.

### How to apply for Bursary:

- [Register](#) for the Canadian Blood Services Research Trainee workshop and Centre for Innovation Research day by April 30 2018.
- If applicable, send a copy of the abstract that will be presented at the 35<sup>th</sup> International Congress of the ISBT, with presentation details, to [centreforinnovation@blood.ca](mailto:centreforinnovation@blood.ca) by April 30 2018.

### How will you know if you have a Bursary?

You will be contacted by May 7 2018 with details on your bursary application.

## Centre for Innovation Travel Policy

### Travel to Event

If Canadian Blood Services has provided a Travel Bursary and agreed to reimburse you for transportation to the event, please make your own travel arrangements following the guidelines below:

- (i) Air transportation:
  - Air transportation should be booked on **economy airfare** only.
- (ii) Rail transportation:
  - Rail travel should be used when it is less expensive than air travel or when it is more timely than driving/flying.
- (iii) Personal car usage:
  - Personal car may be used when it is less expensive than other transportation (air, rail, taxi, other public transportation) or when it is more timely than taking public transportation.
  - Mileage to and from the meeting are reimbursed at a rate of \$0.40/kilometre. The number of kilometres must be indicated on the reimbursement form.
- (iv) Transportation to and from the airport:
  - Canadian Blood Services reimburses taxi fares to and from the airport.
  - If public transportation or taxis are not used, Canadian Blood Services reimburses kilometres driven to and from your home airport at the rate indicated above.
  - Canadian Blood Services reimburses parking at the home airport.

### Accommodations

If Canadian Blood Services has provided a Travel Bursary and agreed to reimburse your hotel accommodation for the event, please make your own arrangements following the guidelines below:

- Canadian Blood Services reimburses for actual cost of standard guestroom costs.
- Personal or miscellaneous expenses charged to your room are not reimbursed.
- If you need to cancel your reservation, you are responsible to contact the hotel prior to the cancellation deadline to avoid no show-charges. You will be held responsible and will not be reimbursed unless there is sufficient proof the billing is in error.

### Allowable meals

- For meals not provided at the events, Canadian Blood Services reimburses meal costs at the following rates:

Maximum per day	Breakfast	Lunch	Dinner	Incidentals
\$55	\$13	\$10	\$25	\$7

- Meals that are provided at the events will not to be reimbursed.
- Itemized meal receipts are not required.

### How to submit your claim for reimbursement

- Complete the provided expense form, ensuring your mailing address is indicated, and submit via email to [centreforinnovation@blood.ca](mailto:centreforinnovation@blood.ca). Inaccurate or incomplete forms may result in delays.
- Include an electronic copy of receipts. Please retain the original receipts in case there is an issue with your claim.
  - Canadian Blood Services reserves the right to deduct any expenses deemed inappropriate, unauthorized, or unsubstantiated by proper receipts, in accordance with the present policy.