

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.**

Air Transportation Expenses

- To be eligible for reimbursement, attendees may book their air travel through Canary Foundation's official travel agency, Summit Travel Group, or directly with their airline of choice.
- Reimbursement will be made at coach / economy class airfare for non-refundable tickets only. Canary Foundation will only reimburse for the cost of a round-trip coach fare ticket between your home city and Palo Alto, CA.
- International air travel (except Canada) requires permission prior to booking and will be reimbursed subject to a cap to be determined by Canary Foundation.
- All participants are asked to book travel at least 14 days in advance. Travel arrangements that are not secured in advance when the opportunity was available are subject to a fixed amount reimbursement that will be determined by Canary Foundation.
- **Canary Foundation will not reimburse fees incurred due to changes in your original itinerary.**

Ground Transportation

- You will be reimbursed for one round-trip ground transfer between your home or office and the airport in your home city. We cannot reimburse bills for limousines or private sedan services.
- You will be reimbursed for one round-trip ground transfer between San Jose International Airport or San Francisco International Airport and Palo Alto. Due to the large number of meeting participants, we strongly encourage you to utilize a shared taxi or shuttle service for this transfer. 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.**
- Rental car expenses will not be reimbursed.
- If you wish to travel to the meeting in your personal car, you will be reimbursed at the current mileage reimbursement rate. The total cost of mileage may not exceed the cost of a round trip economy airline ticket (14-day advance price) between your home city and the meeting site.
- If you use your personal car to drive to the airport in your home city, you will be reimbursed only for long-term parking fees.

Accommodations, Meals and Miscellaneous Expenses

- Canary has secured a block of rooms at the Sheraton Palo Alto: (650) 328-2800 and the Crowne Plaza Palo Alto to accommodate those traveling to the meeting site from outside the area. Please mention Canary Foundation when booking to secure our discounted room rate. If at the time of making your reservation, rooms are no longer available at these hotels then Summit Travel Group can make arrangements at nearby accommodations that charge a comparable rate. Room rates that are deemed unreasonable will only be paid at the meeting hotel room rate.
- Canary Foundation will only pay for your hotel accommodations for the nights of the conference, May 4th & 5th, 2009. If you choose to arrive before the first day or stay after the conclusion of Symposium, you will be responsible for the cost of the extra nights.
- Meals are provided as part of the Symposium; no reimbursement will be provided for meals.
- Canary Foundation will reimburse overnight accommodations, but we require you to pay for ALL other charges billed to your room, including, telephone, movies, health club, laundry charges, mini bar charges, and any other personal expenses.
- If not provided as part of the accommodations of your hotel, Canary Foundation will reimburse for internet access up to \$15 per day.

Submitting Expense Reports

1. Please complete a Canary Foundation travel expense form, available for download [here](#). Expense reports and original receipts should be mailed 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 have been received. Any item listed as an expense without a receipt will not be reimbursed. **Copies of receipts will not be accepted.**
3. All documentation or questions regarding reimbursements should be sent to Patricia Adams, Canary Foundation Office Manager. Contact details listed below.
4. Once all documentation has been received reimbursement checks will be processed within 30 days.

Patricia Adams
Office Manager
Canary Foundation
1501 S. California Ave, Ste 2500
Palo Alto, CA 94304
Phone – 408-277-6106
patricia@canaryfoundation.org

Summit Travel Group

To book your air travel and hotel accommodations with Summit Travel Group, please call Wendy Freier, Monday through Friday, from 8:00 a.m. to 5:00 p.m. U.S. Pacific Time. When accessing Summit Travel Group for the first time, you will need to set up a basic profile. You will also need the project code from your registration confirmation email so that you can access the system and make your reservation.

Wendy Freier
Travel Counselor
650-688-3592
800-338-1308 x592
650-688-3506 (direct fax)
wendyf@summittravelgroup.com

Press "O" if you need another agent to handle your call or if you need emergency help 24 x 7 x 365.