

# 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.**

## *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). Please book your air travel in advance to ensure that your costs do not exceed the reimbursement caps.
- International air travel (except Canada) requires permission 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 and the Comfort Inn Palo Alto (gov't employees only): (650) 493-3141 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, please 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 25th & 26th, 2010. 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 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, telephone, movies, health club, laundry charges, mini bar charges, and any other personal expenses.

## ***Submitting Expense Reports***

1. Please complete a Canary Foundation travel expense form, available for download [here](#). Expense reports and original receipts for air and ground travel 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 – 650-646-3200  
[patricia@canaryfoundation.org](mailto:patricia@canaryfoundation.org)