

## **2026 OICR Research Impact Conference** **Accommodation, Travel, Meals, and Expenses Policy**

### **POLICY**

This policy establishes guidelines and procedures for reimbursement of expenses for OICR staff and invited guests (“Attendees”, or “Attendee” in the singular) at the 2026 OICR Research Impact Conference on March 24-25, 2026 (the “RIC”) at Old Mill Toronto (the “Venue”).

### **RESPONSIBILITY AND ENFORCEMENT**

Attendees are responsible for understanding and complying with this policy. **Attendees are responsible for the initial payment of all costs**, excluding core costs for accommodations (see “Accommodations” section below). OICR will only approve and process out-of-pocket expense claims which are reasonable, verifiable (supported by detailed receipts), and comply with this policy.

Following the RIC, Attendees will need to complete an expense claim form (including banking information, to enable direct deposit of reimbursement) and submit it via email, along with electronic copies of receipts, to [events@oicr.on.ca](mailto:events@oicr.on.ca). All reimbursements will be paid by electronic funds transfer (EFT) in Canadian currency unless the claimant resides outside of Canada.

Expense claims must be submitted **no later than March 31, 2026**.

### **ACCOMMODATIONS**

Accommodations (room (including wi-fi service) and taxes only) at the Venue will be covered by OICR for the evenings of March 23 and 24, 2026 for individuals booked by OICR based upon geographical location. A personal credit card will be required upon check-in. Attendees must pay any personal charges (e.g., mini-bar, movies, food/beverages outside of the provided meals during the RIC) with their credit card. Attendees are responsible for any incidental charges to their room.

### **TRAVEL AND MEAL EXPENSES**

#### **Travel cost eligibility**

For any Attendees who are driving to the Venue, a parking pass will be provided.

OICR will not reimburse travel costs (e.g., public transit fares or mileage) for Attendees who live within the Greater Toronto Area (GTA) (GTA is defined as the City of Toronto and the regional municipalities of Durham, Halton, Peel, and York) or whose corporate workplace is located within the City of Toronto. For clarity, OICR will only reimburse travel costs (e.g., public transit fares or mileage) for Attendees who live outside the GTA **and** whose corporate workplace is located outside the City of Toronto.

#### **Air travel**

Attendees travelling to the RIC by air will be reimbursed for standard economy class, regardless of the length of time of the flight. Attendees are expected to use the lowest airfare available with

consideration for the most direct routing and guaranteed seating. Attendees should retain printed, time-stamped documentation to support that the most economical fare available was chosen. Any penalties incurred for flight changes or cancellation will be the responsibility of the Attendee. Attendees may use their personal upgrade certificates for a higher-class airfare if there is no increased cost to OICR. The original ticket must be purchased based on this policy. Otherwise, approval must be sought ahead of time showing the fare difference and the claimant agreeing to cover the difference. After booking, if a change in flight is deemed necessary for business reasons, it must be properly documented and approved. While claimants may participate in frequent flyer programs when flying on OICR business, any taxable benefit deemed by the Canada Revenue Agency to have occurred in relation to a frequent flyer program is the responsibility of the Attendee. OICR encourages Attendees to book their flights well in advance to avoid higher costs associated with late or last-minute bookings. Checked baggage will not be reimbursed.

### Rail transportation

Travel by Via Rail (economy/coach class only) will be reimbursed when this is the most practical and economical way to travel. OICR encourages Attendees to book their rail travel well in advance to avoid higher costs associated with late or last-minute bookings.

### Ground transportation

See the “Travel cost eligibility” section above for eligibility for reimbursement of travel costs related to ground transportation.

#### Using automobile transportation

Any Attendee using a privately-owned vehicle is eligible to be reimbursed for mileage (subject to the “Travel cost eligibility” section above) at a rate of \$0.50 per kilometre. A printout from Google Maps noting the to/from location must be attached to the expense claim form. Attendees using a privately-owned vehicle must ensure they have adequate vehicle insurance for themselves, their vehicle, and their passengers, the contents of their vehicles, and third-party claims and losses. OICR will not reimburse costs of business-use coverage or collision and liability coverage. OICR will not reimburse any expenses related to damages as a result of a collision. OICR will not reimburse the cost of a rental vehicle.

There is ample parking at the Venue. Drivers must display a parking pass from the Venue (refer to the [“Directions to Old Mill Toronto and parking information”](#) for further details).

Attendees arriving by air or Via Rail are eligible to claim taxi or rideshare services (the most economical method) for travel between airports/Via Rail stations and the Venue. It is encouraged that attendees share transportation wherever possible.

Taxi receipts should include the names of all individuals who shared the taxi travel between airports/Via Rail stations and the Venue, as well as the date, trip origin and destination, and the amount paid. If multiple Attendees share a taxi, reimbursement should be requested by the most senior person in attendance.

### Using public transportation

Whenever practical, local public transportation should be used when travelling between the Venue and airports/Via Rail stations. Receipts are not required for reimbursement of bus or subway fares. Refer to the “[Directions to Old Mill Toronto and parking information](#)” for further details.

### Travel time not related to the RIC

OICR will not reimburse expenses related to any other travel apart from that to/from the Venue.

### Meals

Meals will be provided during the duration of the RIC for all Attendees. For Attendees staying at the Old Mill Hotel on the night of March 23, dinner will be provided at Canto Restaurant onsite. Therefore, Attendees cannot submit expenses for reimbursement of meals.

### **CANCELLATION/NO-SHOW POLICY**

We understand that plans may change which prevent you from attending the RIC. If you are no longer able to attend, please notify us by email at [events@oicr.on.ca](mailto:events@oicr.on.ca) as soon as possible. This will allow us to offer your spot to another guest on our waitlist, or notify the Venue so we do not incur charges. If you do not attend on the date(s) for which you are registered without providing any notice, your program's cost centre may be subject to a cancellation fee of up to \$200. If you are sick, or have a personal or family emergency, please let us know on the day of, and we will make an exception to any late cancellation fees.

### **QUESTIONS**

For any questions related to this policy, please contact [events@oicr.on.ca](mailto:events@oicr.on.ca).