



HEART &
STROKE
FOUNDATION
OF CANADA

FONDATION
DES MALADIES
DU CŒUR
DU CANADA

*Finding answers. For life.
À la conquête de solutions.*

MEMORANDUM

TO: Heart and Stroke Foundation of Canada Awardees
FROM: Linda Piazza
Director, Research
RE: Travel Allowance

Please be advised of the following instructions pertaining to your yearly travel allowance:

- i. The travel allowance as indicated in your award letter is available for each fiscal year of your award (July 1 to June 30). This allowance is made available for travel to conferences and other academic meetings and cannot be used for other expenses (e.g. moving, equipment, etc.).
- ii. **To request a travel advance:**
 - Submit a completed Travel Request form to HSFC.
 - Retain receipts, boarding passes, etc. for all applicable expenses incurred and upon return, submit these receipts as well as a completed Expense Claim form to HSFC.

Please note that if HSFC does not receive all of the receipts, or the receipts total less than the amount of the advance, it will be requested that the claimant reimburse the difference to HSFC. Additional requests will not be processed until this amount is received by HSFC.

To request a travel reimbursement:

- Save receipts, boarding passes, etc. for all applicable expenses incurred on the trip.
- Submit completed Travel Request form and Expense Claim form. Ensure that all receipts are attached to the Expense Claim form.

Both the Travel Request form and the Expense Claim form must be signed by the awardee and the supervisor.

- iii. All requests for travel advances or reimbursements must be approved by your supervisor. Requests that have not been approved by your supervisor will be returned.
- iv. All submitted receipts must be originals - photocopies will not be accepted. Receipts are required for all expenses.
- v. A maximum of \$57.35 CAD per day will be provided for meals. Receipts are required. It is understood that, where food is provided, no claims will be made. Only those meals paid for by the claimant are to be claimed using the following guidelines:

Breakfast -	\$12.35 CAD
Lunch -	\$11.85 CAD
Dinner -	\$33.15 CAD

The Foundation does not reimburse for alcohol.

NOTE: If receipts do not represent CAD funds, it is expected that the awardee will provide documentation (i.e., credit card statement, bank slip) to support the exchange rate. If this documentation is not provided, HSFC will use the exchange rate offered by the Bank of Canada for the date that appears on the receipts, which may alter the total amount reimbursed.

We recommend that you attempt to make travel plans as far in advance as possible to obtain optimum rates.

PATRON
HER EXCELLENCY
THE RIGHT HONOURABLE
MICHAËLLE JEAN
C.C., C.M.M., C.O.M., C.D.
GOVERNOR GENERAL
OF CANADA

PRÉSIDENTE D'HONNEUR
SON EXCELLENCE
LA TRÈS HONORABLE
MICHAËLLE JEAN
C.C., C.M.M., C.O.M., C.D.
GOUVERNEURE GÉNÉRALE
DU CANADA

CHAIR/PRÉSIDENT
R.L. (BOB) BROOKS

CEO/PREMIÈRE DIRIGEANTE
SALLY BROWN
MHSc.

1402-222, rue Queen Street
Ottawa (Ontario) K1P 5V9

Phone/Tél. : 613-569-4361
Fax/Télé. : 613-569-3278

www.heartandstroke.ca
www.fmcoeur.ca

1-888-HSF-INFO (473-4636)