



# Travel Arrangements and Expense Reimbursement Policy

## 14<sup>th</sup> International Symposium on Milk Genomics & Human Health

Hôtel Le Bonne Entente, 3400 Chemin Sainte-Foy, Québec City, Canada

September 26 - 28, 2017

The information in this document provides general guidance on travel and accommodations, as well as details of the IMGC expense reimbursement policy for **Speakers and Student Travel Award Winners** at the 2017 International Symposium on Milk Genomics & Human Health.

- 1) **Registration:** All IMGC Speakers and STAs must register through the IMGC website. Use code: **SPEAKER2017** to complete your no-cost registration.
- 2) **Basic Travel Support:** You are responsible to make your own travel arrangements to and from the Symposium venue. IMGC will only provide reimbursement for direct economy airfare and rail travel, as well as ground transportation to/from your home to the departure airport and to/from the arrival airport and the hotel (approved ground transport is: shuttle, taxi, and Uber/Lyft). IMGC appreciates your efforts to be cost-conscious by booking flights in a timely manner and using discount airlines where available; save your receipts.
- 3) **Hotel Accommodations:** The IMGC has reserved a block of rooms at the [Hôtel Le Bonne Entente](#), 3400 Chemin Sainte-Foy, Québec City for the block rate of \$188.66 USD+taxes/per night.

IMGC will reimburse hotel expenses at the block rate for up to **3 nights** for Speakers in the Québec City (QC) area who require overnight stays. IMGC will reimburse hotel expenses at the block rate for up to **5 nights** for Speakers traveling from outside the QC area. The Symposium Coordinator will reserve your room for you based on your requested stay dates, submitted through the Speaker Information Form.

You are responsible to pay the hotel directly; save your receipt.

- 4) **Meals:** IMGC provides meals during the Symposium program, poster reception, and group dinner.
- 5) **Accompanying Guests:** Accompanying guests are welcome to attend the poster reception at no charge on Tuesday, Sept. 26. However, accompanying guests will need a ticket in order to attend the group dinner on Wednesday, Sept. 27. Purchase guest tickets for the group dinner upon your registration.
- 6) **Due Date:** Submit your completed **Travel Expense Reimbursement Form** (available online at conclusion of the Symposium) and scanned receipts related to your travel, by **Oct. 31, 2017, per instructions on the form.**

**Travel expenses that are NOT reimbursed include:** Flight upgrades; luggage fees; travel insurance; rental cars/town cars; parking at your departure airport; any non-direct travel expenses; additional nights at the hotel, room upgrades or expenses beyond the block room rate; any additional snacks, meals or refreshments not included in the Symposium's program (including those incurred during travel); and **any** costs related to accompanying guests. It is your responsibility to determine if any travel visas are required, and if so, to obtain them.

This list may not include all non-reimbursable expenses, if you have **ANY** questions about the IMGC reimbursement policy or submission process, contact the Symposium Coordinator at [imgcinfo@gmail.com](mailto:imgcinfo@gmail.com) **BEFORE** deciding to incur an expense.