



# Innovation Systems Research Network

## FINANCIAL GUIDELINES – ISRN 11<sup>TH</sup> ANNUAL CONFERENCE 2009 Halifax, Nova Scotia, Canada FOR RESEARCH ADVISORY COMMITTEE MEMBERS

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### REGISTRATION FOR CONFERENCE:

*[Your on-line registration provides information required to book accommodation and make catering and dinner arrangements from April 29 – May 2.]*

### [ON-LINE REGISTRATION – DEADLINE MARCH 15, 2007](#)

**TO REGISTER** - Click on <http://webapp.mcis.utoronto.ca/EventDetails.aspx?eventid=7368>

Choose the option “**A: Members...**”. We will expect you to **arrive on Tuesday, April 28<sup>th</sup>** to participate in the three day meeting, with departure on Saturday, May 2<sup>nd</sup> following the **RAC meeting on Saturday morning**. Please schedule your departure for around 14:00 or later to allow time to participate in the meeting. If flights are not available for your return that day, please email so I can book an additional night on Saturday, with departure on Sunday, May 3<sup>rd</sup>.

Your profile is entered into the registration database. Your username is the email address that we have on file. The password request email reply is almost instantaneous.

### [HOTEL ACCOMMODATION & INFORMATION](#)

Hotel Accommodation (room and room tax only) will be **billed directly to ISRN** for arrival Tuesday, April 28, 2008 and departure Saturday, May 2 or Sunday, May 3 (as noted above) depending on your travel choices. **Please confirm your travel arrangements by email**. If you do not book before the registration deadline, please advise if your arrival/departure dates will differ.

Should you wish to take some personal time to visit Halifax and the area, the hotel is offering the ISRN conference rate for three days prior to and after the conference. Let me know if you would like to extend your stay so I can book the extra days for you.

The conference rate is \$159 (plus taxes) for a single or double room. If you are travelling with someone and require a double room, please forward his or her name for the room booking.

#### **Delta Barrington (Accommodations only)**

1875 Barrington Street, Halifax, Nova Scotia B3J 3L6

**Tel:** 902-429-7410/**Fax:** 902-420-6524

**Toll-Free:** 1-888-890-3222

#### **Delta Halifax (Conference Hotel – Across the street from Delta Barrington)**

1990 Barrington Street, Halifax **Tel:** 902-425-6700/**Fax:** 902-425-6214

Interactive Map Available Online

[http://www.deltahotels.com/nova\\_scotia/halifax\\_hotels.html](http://www.deltahotels.com/nova_scotia/halifax_hotels.html)

### [IMPORTANT INFO NEXT PAGE](#)



# Innovation Systems Research Network

## Expense Reimbursement

As we near the end of our research study, our budget is a major consideration. Hotel accommodation costs are billed directly to ISRN for Tuesday through Saturday evening and all meals - breakfasts/lunches/dinners *are included*. The exceptions are dinner on Tuesday, lunch and dinner on Saturday, and breakfast on Sunday. See per diem claim amount below. RAC dinners are planned for both Wednesday and Friday evening and we will have our annual ISRN dinner on Thursday evening.

## AIRFARE – Claim On Your Expense Reimbursement

As always, due to ISRN budgetary constraints, we very much appreciate that you book your return flight to take advantage of early booking savings, economy flights, and best possible prices.

Travel costs will be reimbursed with your **ORIGINAL BOARDING PASSES AND COPY OF YOUR E-TICKET/BILL SHOWING PRICE IN YOUR CURRENCY.**

[The **expense reimbursement** form has two columns – one for foreign currency, the other for Canadian dollars - please specify currency for reimbursement (by US cheque or money order). Because of the nature of our grant, I am unable to process direct deposits. Please print your mailing address to ensure accuracy on my part.]

## TRANSFERS - To/From Airport

Claim on expense reimbursement - **original receipts required**. If we travel to dinner by taxi, please claim for the trip if you pay for your group.

## PER DIEM – For meals not included and paid for as part of the conference registration

For meals not provided as noted above, please claim per diem of CAD 150 for your travel days (two days @ CAD75 each). Please add CAD50 if you stay over on Saturday (per diem for lunch/dinner). Maximum claim CAD 200.

## GENERAL INFORMATION

The expense reimbursement form and an addressed envelope will be included in your conference package to help you expedite your reimbursement request on your return home – it is also attached as page 3 of this document. **Please keep all original taxi receipts, travel invoices and boarding passes.**

***Questions? Please contact Deborah Huntley at [isrn.progris@utoronto.ca](mailto:isrn.progris@utoronto.ca).***

[If you require assistance at any time during your stay in Halifax, please leave a message at the hotel or call me on my cell phone 647.209.6721. I will arrive a few days in advance of the conference to make preparations and will check email regularly for last minute concerns.  
Looking forward to seeing you again! Deborah]



**MCRI II RAC EXPENSE REIMBURSEMENT FORM 2009**

[office use] Completed

Document #

Date Report Submitted:	Expenses	Currency	CAD Amount	G/L #	Tax	Fund	Centre	Fund	Internal Order	Alloc.
Period & Location of Travel Halifax April 28 - May 2	Airfare	Canada		844010						
		Abroad		844010	i0					Conf09
Full Name (PRINT)	Accommodation									
	Allowances: No. of km ____	Per diem		844030	i0					Conf09
Mailing Address (PRINT)	Rail/Bus	Canada		844050						Conf09
		Abroad		844050	i0					Conf09
Reason for Travel	Car Rental									
	Meals									
MCRI II ISRN 11TH Annual Conference Halifax, Nova Scotia	Taxi	Canada		845000						Conf09
		Abroad		845000	i0					Conf09
Claimant's Signature (below)	Misc/Parking									
	Other (specify):									
Signature of Approval (below)	Sub Totals	S/T								
	CAD TOTAL				Specify Reimbursement Currency:					
<p><i>Instructions: insert total amounts in each category (use back of form to calculate if needed). Describe misc. items under "Notes" as needed; specific items not applicable to those categories listed can be indicated in untitled line</i></p> <p>Attach original receipts (include all boarding passes) and mail D.Huntley, Manager and Project Officer, PROGRIS, Munk Centre, University of Toronto, 1 Devonshire Place, Toronto, ON M5S 3K7</p>										