



**Travel Policy
2024 AGM & Scientific Symposium
Ottawa, Ontario**

ATTENTION DUAL MEMBERS OF CPTHN AND AH CDC. Please read carefully below on how to book your hotel room.

For the AH CDC annual meeting, two AH CDC full members from each pediatric and each adult programs will be funded to attend the meeting. AH CDC will communicate with the main clinic director to identify the two full members per clinic who are funded.

ACCOMMODATION:

[Delta Hotels by Marriott Ottawa City Centre](#)

101 Lyon St. N

Ottawa, ON, K1R 5T9

AH CDC members are required to book their own rooms at the Delta Hotels by Marriott Ottawa City Centre, using the following link: [Book your group rate for Association of Hemophilia Clinic Directors of Canada.](#)

Members can also reserve by calling the hotel directly at 1-877-353-2557 and request the special convention rate using the code: **AHC**.

****AH CDC/CPTHN Dual Members must book separate reservations using their respective reservation codes. The AH CDC promo code is **AHC** and the **CPTHN** promo code is PTH. Then please call 1-888-236-2427 to have your rooms linked for the duration of your stay.**

Please note the following:

- The accommodation booking deadline is April 3, 2023.
- Reimbursement will be for up to 2 nights' accommodation at the group rate of CAD \$209 per night plus tax.

AIR TRAVEL:

It is expected that members **book flights as early as possible**, to take advantage of the advanced purchase discount and obtain the lowest possible fare. The reimbursement for airfare will not include additional costs of stopovers enroute.

Please note the following:

- Maximum air fare for reimbursement will be up to CAD \$750.00. If your airfare will exceed CAD \$750.00, you must contact the AHCDC office for approval PRIOR to booking via email: admin.ahcdc@gallagher.ca.
- Airfare must be booked as soon as possible (at least 6 weeks before the meeting is recommended).
- All air travel must be in Economy class, regardless of the length of time of the flight. Members are expected to use the lowest airfare available.

Air Canada is the preferred airline for this meeting and are offering a discount to delegates traveling to Ottawa, Ontario via Ottawa International Airport (YOW).

Book your flight at: <http://www.aircanada.com/> and enter code: **PJUTDYF1** in the Promotion Code box.

VIA RAIL CANADA:

VIA Rail Canada can be used as means of transportation from all stations throughout the VIA system to Ottawa, ON and return.

Please visit <https://www.viarail.ca/en> to book your train ticket and enter discount code 14519 as a Corporate code.

Please note the following:

- Train tickets must be booked as soon as possible (at least 6 weeks before the meeting is recommended)
- All rail tickets must be in economy class. Members are expected to use the lowest fare possible.

GROUND TRANSPORTATION between Ottawa International Airport and Downtown Ottawa:

Ground transportation between Ottawa International Airport (YOW) and Downtown Ottawa can be done through Uber or Taxi to the hotel. It is roughly 20 minutes from the airport to the hotel by car.

Uber: can be done through the Uber app and must be at the lowest fare possible.

Taxi:

[Blue Line Taxi](#)

Phone: 613-238-1111

Email: info@bluelinetaxi.com

[Capital Taxi](#)

Phone: 613-744-3333

Email: info@capitaltaxi.com

CAR TRAVEL:

Reimbursement for travel by private automobile will be based on current [Government of Canada Rates](#) of \$0.70 per kilometre and should not exceed lowest rate for return airfare.

TRAVEL INSURANCE:

AHCDC will pay for any charges incurred by unavoidable changes in flights. Therefore, there will be no reimbursement for any travel insurance.

OUT OF POCKET EXPENSES:

AHCDC will pay living expenses such as hotel, meals, tips, ground transportation etc. on the basis of actual out-of-pocket expenses.

If meals are arranged by AHCDC as part of a meeting or function for the Association's personnel, members, or volunteers at any time during their out-of-town business, meal costs may not be claimed in addition to or instead of what has already been arranged.

The maximum reimbursement for meals will be as per the [Government of Canada overtime meals or allowances policy](#).

* All claims must be submitted on the AHCDC Expense form with the bills attached. *
Please note all receipts must be received within six (6) weeks of the expense or claims may not be honoured

ASSOCIATION OF HEMOPHILIA CLINIC DIRECTORS OF CANADA
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