



**Travel Policy
2025 AGM & Scientific Symposium
Winnipeg, Manitoba**

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:

[The Fort Garry Hotel, Spa & Conference Centre](#)
222 Broadway
Winnipeg, MB
R3C 0R3

AH CDC members are required to book their own rooms at The Fort Garry Hotel in Winnipeg, MB, using the following link: [Book your group rate for Association of Hemophilia Clinic Directors of Canada.](#)

****AH CDC/CPTHN Dual Members must book separate reservations using their respective reservation links.**

The hotel will link these reservations on the back end so you will remain in the same room. We are sorry for the inconvenience of having to book two separate reservations.

Please note the following:

- **The accommodation booking deadline is March 24th, 2024.**
- Reimbursement will be for up to 2 nights' accommodation (Thursday, May 1st and Friday, May 2nd) at the group rate of CAD \$189.00 per night plus tax. Room nights are available on Saturday, May 3rd for the 189.00 through this link as well, but the AH CDC will **not** be held accountable for Saturday, May 3rd reimbursement.

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@gallaher.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 Winnipeg, MB via Winnipeg Richardson International Airport (YWG)

Book your flight at: <http://www.aircanada.com/> and enter code: **U23B8UY1** in the Promotion Code box.

GROUND TRANSPORTATION between Winnipeg Richardson International Airport and downtown Winnipeg

Ground transportation between Winnipeg Richardson International Airport (YWG) and Downtown Winnipeg 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:

[Unicity Taxi Ltd](#)

Phone: (204) 925-3131

Email: info@unicitytaxi.mb.ca

[Duffy's Taxi](#)

Phone: (204) 925-0101

Email: controller@duffystaxi.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 AHDCDC 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 AHDCDC 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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