



## SASKATCHEWAN HEALTH RESEARCH FOUNDATION

### TRAVEL GUIDELINES

#### 1. General

SHRF will reimburse travel and accommodation expenses for travel to SHRF committee or Board meetings and other travel approved by SHRF, according to the guidelines below and at the rates on our expense form. Please make and pay for your own travel and accommodation arrangements to suit your schedule and needs. Expense claims are to be submitted within thirty days of the expense and will be reimbursed in a timely manner.

#### 2. Getting Here

##### *a. Flying*

We do not have special rates or accounts with any airline. We encourage you to book early and obtain a reasonable rate, avoiding expensive full fares whenever possible. Please attach original receipt showing costs and itemized taxes, inclusive of GST, and the boarding pass(es) with your expense claim. SHRF does not pay for seat selection costs. SHRF will pay for one (1) piece of checked baggage. Although we encourage you to book travel yourself, we do understand the need to use a travel agency and initial travel agency fees are allowed but fees to change your travel dates or times are not eligible except in exceptional circumstances approved by SHRF.

##### *b. Driving*

For use of your own vehicle for travel within Saskatchewan, SHRF will pay mileage at standard government rates. If you rent a car, SHRF will pay for the cost of a standard rental, plus actual fuel costs. Receipts are required.

##### *c. Taxi/Airport Shuttle*

Receipts are required if over \$6.00 and may include a reasonable tip.

##### *d. Parking*

There is plenty of metered parking around our building, at \$1.50 for 1 hour. List your parking costs on your expense form, if submitting one. If your only expense is parking, please ask our Executive Assistant, on meeting day, to reimburse you from our petty cash.

#### 3. Finding the SHRF Office

##### *a. Location:*

Office: 324 – 111 Research Drive, Atrium Building, Innovation Place, Saskatoon

There are several entrances to our building. We are located at the south-west corner of the building on the third floor.

##### *b. From the airport:*

Take Circle Drive East to Preston Avenue (U of S exit) and enter Innovation Place at Research Drive. We are in the Atrium building which is the second one on the left at 111 Research Drive.

##### *c. From Downtown:*

Take 25<sup>th</sup> Street East across the river. Head east on College Drive past the University of Saskatchewan campus. Turn left on Preston and then take the fourth left (at the lights) onto Research Drive. We are in the Atrium building which is the second one on the left at 111 Research Drive.

#### 4. Meals

A meal allowance is allowed (**no receipt required**) provided the following guidelines are followed:

Breakfast	depart by	7:30 am	return after	8:30 am
Lunch	depart by	11:30 am	return after	12:30 pm
Dinner	depart by	5:30 pm	return after	6:30 pm

For air travel, departure times are based on the time the airline requires you to check-in. Meal allowance amounts are listed on the expense statement.

#### 5. Accommodation

If your meeting attendance requires a hotel stay, SHRF will reimburse you for the cost. As SHRF is publicly funded, please use discretion as to where you stay so that a reasonable rate is obtained. Please submit original receipts showing costs and itemized taxes, inclusive of GST, with your expense claim.

If you have to leave home earlier than 7:00 a.m. on meeting day to arrive on time, you may choose to travel to Saskatoon the day before and SHRF will pay for an overnight stay.

We have suggested some hotels below but you may choose others.

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Holiday Inn Express

*-across from University of Saskatchewan*

1838 College Drive, Building #2

1-877-660-8550

[WWW.HIEXPRESS.COM/SASKATOONEAST](http://WWW.HIEXPRESS.COM/SASKATOONEAST)

Phone: 306.954.1250

Request the SHRF rate using the reference number/Corporate ID: 786920459

Park Town Hotel – *downtown/close to SHRF*

924 Spadina Crescent East

Direct line 244-5564

1-800-667-3999

(offers view of the river)

[www.parktownhotel.com](http://www.parktownhotel.com)

Radisson Hotel Saskatoon - *downtown*

405 20th Street East

Direct line 306-665-3322

[www.radisson.com](http://www.radisson.com)

Saskatoon Inn – *close to the airport*

2002 Airport Drive East

Direct line: 242-1440

1-800-667-8789

[www.saskatooninn.com](http://www.saskatooninn.com)