Advisor Out-of-Pocket Expenses

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This document outlines, for advisors, expenses that they can claim when supporting their SCN's work.

Advisors are required to get the approval of their Strategic Clinical Network[™] (SCN) prior to claiming expenses they may incur while supporting the work of the SCN. Failure to do this may lead to the advisor being unable to recover their expense costs.

Expenses Advisors can claimed

- 1. Meals per day
 - Breakfast: \$10. 50
 - Lunch: \$13.00
 - Dinner: \$24.00
 - Full day: 47.50 (if working over the full day and meals are not provided)

Please note, guests who are staying with an advisor are not entitled to receive per diem.

- 2. **Transportation**: This includes travel to and from meetings or events. Things that can be claimed are:
 - Mileage
 - Parking
 - City bus fares
 - Air travel
 - City to city bus transportation
 - Taxi or Uber fares

If an advisor wishes to travel by air or city to city bus, an AHS staff member (the SCN staff liaison or their administrative support) should book travel through Marlin Travel Agency. This ensures the advisor does not have to cover the costs of their transportation up front and that AHS gets the best rates.

- 3. **Accommodation**: If possible, hotel accommodation should be booked through Marlin Travel Agency by an AHS staff member.
- 4. Event registration and costs of presentation material.



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Expenses Advisors cannot claim

- Alcohol
- Meals (if provided at an event, or at the hotel)
- Expenses paid by another person or AHS
- Expenses submitted without prior SCN approval for reimbursement
- Costs incurred by guests staying or traveling with the advisor