

CHRS ANNUAL MEETING TRAVEL GRANT POLICY

The Canadian Heart Rhythm Society (CHRS) has an annual budget to support trainee and nurse/allied health professional travel to the CHRS Annual Meeting. The CHRS Board of Directors will approve the budget amount annually. The following policy has been adopted to ensure uniformity in the disbursement of travel grants to eligible candidates.

Eligibility

To be eligible for a travel grant you must be a CHRS trainee or nurse/allied health professional member in good standing.

Guiding Principles

- 1) CHRS trainee and nurse/allied health professional (AHP) members are eligible to receive a travel grant **up to \$500** to offset costs associated with attending the CHRS Annual Meeting.
- 2) **There is no need to apply.** CHRS will contact all trainee and AHP registrants closer to the meeting to advise of the reimbursement process.
- 3) Grants are paid after the Annual Meeting, upon submission of an expense claim form detailing the expenses incurred, including copies of receipts.
- 4) Grants may only be used to cover either travel expenses (train, plane, bus or other) or accommodation expenses. Other travel-related expenses (food or incidentals) will not be reimbursed.
- 5) As a benefit of membership, CHRS trainee and AHP members receive complimentary registration fees to attend the CHRS Annual Meeting, the Friday night dinner and the Saturday night dinner & CHRS Awards Ceremony.
 - a. Please note that if you register for the dinners (Friday and/or Saturday) or for the offsite tours and do not show up, you will no longer be eligible for the travel grant.
- 6) By accepting a CHRS travel grant, recipients agree to the guiding principles and give permission to CHRS to publish their name on the CHRS website and in CHRS newsletters.