



# SKIN Canada Awards

## Required Documentation & Claim Guidelines - Travel & Mobility Awards

This guide outlines **eligible expenses, required documents, and important conditions** for reimbursement under the **Skin Canada Travel and Mobility Awards**. Please review carefully to ensure complete and timely submission. Incomplete or non-compliant claims may result in delays or rejection.

### 1. Eligible Expenses

The following expenses are eligible for reimbursement:

- **Transportation**
  - Airfare (**economy class only**)
  - Train travel
  - Ground transportation (e.g., taxi, rideshare, airport shuttle, public transit)
- **Accommodation** (hotel or equivalent).
  - Personal accommodations (e.g., staying with friends or family) **must be pre-approved in advance of the conference**. Additional supporting documentation may be required.
- **Conference Costs**
  - Conference registration fees
  - Poster or abstract presentation fees
- **Meals and beverages**
- **Must include full itemized receipts to be considered**
- Reimbursement is based on reasonable, actual expenses (not a per diem or automatic allowance).
- As general guidance:
  - Up to **\$75 CAD per day in Canada**
  - Up to **\$100 CAD per day internationally**
- A reasonable allocation per meal is expected (e.g., breakfast, lunch, dinner proportions).
- All meal claims are subject to supervisor approval.

#### Not eligible:

- Alcohol



- Any personal or incidental expenses

## 2. Maximum Award Amount

- The Travel Award provides a **maximum reimbursement of CAD \$1,000, and the Mobility award provides a maximum reimbursement of CAD \$4,000**
- This is the **total maximum** per awardee.
- Expenses exceeding this amount will **not** be reimbursed.

## 3. Required Documents (Mandatory)

Once the Travel Award is officially declared, candidates must submit **all** the following documents:

1. **Travel Award Report / Mobility work completion letter** (completed and signed)
2. **Expense Transfer Form (ETF)** (completed and signed)
3. **Void Cheque** (or direct deposit form)
4. **Itemized Invoices/Receipts** for all claimed expenses
5. **Proof of Payment** corresponding to each invoice (e.g., credit card statement, payment confirmation)

Incomplete submissions will result in processing delays.

## 4. Invoice & Payment Requirements

To ensure accurate processing:

- Invoices must clearly show: - Vendor name - Date of payment - Amount paid
- **Currency used (CAD or USD must be clearly indicated)** - Proof of payment must match the invoice amount and currency. For expenses paid in USD, a **credit card or bank statement** showing the currency conversion to CAD is required.
- Screenshots without payment confirmation or unclear currency information will **not** be accepted.

## 5. Deadlines & Communication

- All required documents must be submitted **within 60 days of the Travel/ Mobility Award announcement**
  - For conferences or related expenses that occurred prior to the award announcement (retroactive claims), documentation must be submitted within **60 days of the award announcement**.



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- For future conferences, recipients are required to notify the Skin Canada Coordinator in advance. Submission deadlines will be determined accordingly.

- Submissions received after this deadline may not be accepted.
- **All claims must be submitted once, in a single complete package.**
- Multiple or revised claim submissions for the same award will **not** be accepted.
- Please submit documents in **one complete email/package** to avoid delays.

## 6. Other Grants & Declaration Letter

- You **cannot claim expenses already reimbursed** by another award.
- You may combine multiple awards **only if**:
  - You provide a **signed declaration letter** stating:
    - The names of all awards received
    - The **percentage and/or amount** claimed from each award
    - The portion claimed specifically from the Skin Canada Travel Award

## 7. Candidate Responsibility

- It is the **candidate's responsibility** to provide complete, truthful, and accurate information.
- Claims must be submitted **once only** and within the stated 60-day deadline.
- Skin Canada reserves the right to request clarification or additional documentation.
- Claims that do not comply with these guidelines may be reduced or declined.

## Contact Information

For questions or clarification **after reviewing this document**, please contact:

Jini John, Skin Canada Montreal Coordinator

**Email:** [info@skincanada.org](mailto:info@skincanada.org).

For additional information: <https://skincanada.org/trainee-travel-award/>

<https://skincanada.org/trainee-mobility-award/>