# OBI’s Event Funding Program – Guidelines for Events

1. Events organized are encouraged to have a “hybrid” model or provide a virtual participation option in addition to an in-person option.
2. What expenses are covered by the Event Funding Program?
	* Honoraria/gifts for speakers
	* Printing and advertising
	* Venue and AV costs (including single-use platform costs such as Whova, or upgrades to accommodate higher virtual audience attendance)
	* Prizes (please provide rationale for including)
	* Other event-related supplies – please see Appendix A on the following page for more information on expense guidelines
3. What expenses are NOT covered by the Event Funding Program?
	* Staffing/hiring costs
	* Teaching/clinician release time
	* Equipment
	* Subscription costs for service platforms used on an ongoing basis by the applicant (e.g., fundraising platforms)

These guidelines were last updated 21/07/2022

**Appendix A – Expense Guidelines**

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| **Event Speaker Meals** |
| ***Per diem amounts:***

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| Meal | Canada | United States |
| One Meal  | Up to CAN$30 | Up to US$35 |
| Two Meals | Up to CAN$45 | Up to US$50 |
| Three Meals | Up to CAN$55 | Up to US$65 |

Note: The maximum which may be claimed for a single meal is CAN$30 within Canada and US$35 within the United States.  |
| **Event Speaker Travel** |
| Air Travel |  | Economy class. |
| Rail Travel |  | Economy or coach class. VIA 1 may be chosen if travelling during a meal time.  |
| Car Rental |  | Mid-size vehicle unless special circumstances warrant otherwise.  |
| Personal Vehicle Use |  | Reimbursement is based on distance driven; reimbursement rate is $0.40 per km. For distances over 200 km, rent a vehicle unless time involved makes personal vehicle use more economical. |
| Other  |  | Parking, bridge or highway tolls, taxi or airport limousine fees, and public transportation. Reasonable gratuities for meals, bellman service and hotel room service will be reimbursed e.g. 15% on restaurant meals and taxi fares. |
| **Accommodations** |
| Lodging arrangements should be single accommodation in a standard room in a moderately priced hotel and duration should only be the length of the meeting, + 1 day before or after if necessary for travel connections. OBI will not reimburse the cost of overnight accommodation within 24 km of the claimant’s home. |
| **Event Catering** |
| Discretion should be used when deciding whether the serving of food is essential and appropriate based on the time of day of the event. Indicate what is included in the package or the price/meal/person. Maximum price for a day package (including breakfast, lunch and dinner) is $70 CA or 1.25 x the individual meal allowance (see above). **Alcoholic beverages must not be included in the costs.** |
| **Ineligible Expenses** |
| Meals |  | Alcoholic beverages are ineligible. When meals are provided at meetings or as part of airline/railway travel, meal costs are ineligible. |
| Accommodations |  | Additional room charges are ineligible including: cancellation fees, recreational expenses, expenses for partner accompanied travelers. Only accommodation directly relating to the OBI-related event can be reimbursed. |