CUA Guidelines for Speaker Expenses

The CUA solicits industry sponsorship for its CME/CPD activities. All financial contributions must be provided in the form of unrestricted educational grants. Although sponsors are not permitted to participate in content development, program planning, and/or teleconferences with the planning committee, they are permitted to provide in-kind logistical support for CME/CPD activities. In this instance, all program and speaker expenses are subject to the CUA Guidelines for Speaker Expenses.

**Travel**

**Air**

Travel within North America where total segments equal less than three hours:

- Mid level economy class
  - Air Canada: Flex
  - WestJet: Flex
  - Porter: Flexible

Travel within North America where total segments equal more than three hours:

- Full economy class
  - Air Canada: Latitude
  - WestJet: Plus
  - Porter: Freedom

International: restricted business class (also referred to as Executive Class Lowest, Discounted Business, Business Special, and Business Basic)

All exceptions must be approved by OE or designate

**Train**

For all travel via train: Via Rail Business class fare

**Hotel**

Hotel costs to a maximum of $300 per night to cover the cost of a standard hotel guestroom and applicable taxes. Where possible, corporate or negotiated rates should be used.

**Meals**

- Breakfast: a maximum of $45/person
- Lunch: a maximum of $75/person
- Dinner: a maximum of $150/person