

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