**iCAN Participation and Travel Policy**

**Updated 10/30/2018**

This document applies to all travel which is related to and paid by iCAN, whether directly or through reimbursement of expenses – e.g. to attend a Summit, conference or any other opportunity requiring travel. This policy applies to all youth participants, team leaders, families and chaperones. It is the responsibility of participants and families to make sure that they have the necessary documents required for travel, which may vary depending on the destination. Please make sure you read through this document thoroughly prior to travel and contact the Director of iCAN if you have any questions or concerns. If participants do not abide to the policies, then you may not be considered to attend future conferences and Summits on behalf of iCAN.

1. **Liability:**
   1. A parent/guardian or designated caregiver/chaperone (with appropriate documentation completed - Appendix A) must travel with and be responsible for any child or youth participants under the age of 18 years.
   2. Any participant under the age of 18 years will be required to travel with an adult chaperone who will be responsible for them throughout the duration of the trip. **Should the person accompanying the youth participant not be their legal parent or guardian, an official iCAN permission slip must be completed, prior to travel, documenting the adult liable and responsible for the youth.**
   3. Under no circumstances will iCAN be held accountable or be responsible for any participants.
      1. This includes medication administration for a participant – the child must be able to administer their own medication or have another adult (chaperone or team lead) who is knowledgeable about its use and administration and who is ultimately responsible.
      2. Seeking and obtaining medical care, through non-emergency and emergency, clinic, hospital and, private care institutions. The individual or parent/chaperone is responsible for all medical needs for participating youth under their care.
      3. Each individual or parent/chaperone is responsible for any act or omission taken by themselves or a person under their supervision. iCAN will not be responsible for any act or omission taken by any member, parent, team leader, or chaperone.
   4. By accepting funding for travel and/or by otherwise participating in an opportunity which was provided to you by iCAN, you agree not to hold iCAN liable for any kind for injury, loss of life, theft or damage to personal or public property, or any other physical or emotional damages to persons or property.
2. **Expected Behavior and Conduct:**
   1. Substance use
      1. The consumption of alcoholic beverages is permitted only by adults and those participants who are of legal age for the location where the meeting takes place and, is only permitted outside of scheduled conference hours or iCAN activities.
      2. iCAN will not provide any reimbursement for alcoholic beverages.
      3. No illicit drugs are to be consumed by participants or adults at any time.
      4. Tobacco use is not permitted by anyone under the age of 18 and, is not permitted by anyone during a scheduled iCAN activity or anytime a participant is representing iCAN.
      5. Being in the presence of another member who is illicitly consuming alcohol, tobacco, or other drugs shall warrant the same consequences as if the member had consumed the substance him/herself.
   2. Behavior expectations
      1. All youth participants shall attend all sessions as outlined within their personal agenda during the duration of the iCAN event, summit, discussion, etc..
      2. All youth participants and adults are expected to act in a manner appropriate for a professional setting both during and outside of conference hours.
      3. Participants should remember that they are representing iCAN for the entire duration of their travel and should act in a manner consistent with displaying a positive and professional image of iCAN.
      4. When a participant is engaged as a formal representative of iCAN such as running a booth, he/she must remain there for the allotted time and act in accordance as of representative by displaying a positive and professional image.
   3. Dress code
      1. The dress code for conference hours and scheduled iCAN activities is business casual unless otherwise specified.
      2. Examples of appropriate business casual attire include a button-up collared shirt with khaki pants, a sweater and dress shirt with trousers, and a jacket, blouse and skirt. Jeans, shorts, short skirts, t-shirts and footwear such as flip-flops, sandals and sneakers are to be avoided.
      3. Outside of conference hours and scheduled iCAN activities, clothing should be appropriate for a school setting.
   4. Consequences
      1. All participants should be aware that there will be consequences should the behavior and conduct expectations not be met.
      2. Consequences will be scaled according to the degree of severity of the offense taken and, may include forfeiture of travel expenses paid and/or immediate dismissal from any conference, event, or iCAN activity.

1. **Expenses and Reimbursements:**
   1. General expense reimbursement
      1. All expenses must be authorized, either according to the Travel Policy or in writing BEFORE the item in question was charged and/or paid for by attendee.
      2. No reimbursement will be provided for any expense without an itemized receipt. (including taxi fares and tolls)
      3. An official, authorized Expense Form (Appendix B), with attached receipts for all expenses, must be filled out and sent to iCAN in order to receive expense reimbursement
      4. Expenses will be reimbursed in USD in the form of a paper check for US or Canadian participants or by money transfer for those from other countries.
      5. If expenses were paid in a foreign currency, the amount reimbursed in USD will be based on the conversion at the time the reimbursement check is requested by iCAN.
   2. Airline and train reimbursement – dependent upon iCAN prior approval and does not apply to all events, including summit, conference, presentation, or other travel.
      1. Airline or train reimbursement may be offered, with receipt showing payment, up to a designated value which will be disclosed to participants before they are asked to make their travel arrangements.
      2. The amount allocated for reimbursement will depend on departure and arrival locations and time of year that the travel will occur.
      3. Only coach/economy class tickets will be reimbursed, even if you are able to book a higher class of ticket within the allocated price range.
      4. Travel insurance will only be reimbursed for international trips and only if the cost of airfare and travel insurance combined falls below the allocated value.
   3. Reimbursement for mileage – dependent upon iCAN prior approval and does not apply to all events, including summit, conference, presentation, or other travel.
      1. In lieu of airline or train tickets, iCAN may offer to reimburse for mileage according to the current IRS Rate. Participants must record their beginning and ending mileage, and they will still be held to the same allocated amount as if they had flown.
      2. Trips less than 150 miles each way (300 total) will NOT be considered for reimbursement
      3. Mileage driven to/from a local or international airport, train station, or other point of departure will NOT be reimbursed
      4. iCAN will not be held liable for any death, personal injury, or damage to personal vehicles or caused by anyone driving a personal vehicle.
   4. Reimbursement for rental cars – dependent upon iCAN prior approval and does not apply to all events, including summit, conference, presentation, or other travel.
      1. The cost for renting a car may be reimbursed as long as it falls within the allocated price range that would be provided for an airline/train ticket or using a personal vehicle.
      2. Reimbursement will be provided only for the dates of the conference and traveling to/from the conference. Use of the rental car for additional days will be at the expense of the family/participant
      3. iCAN will not be held liable for any death, personal injury, or damage to rental cars or caused by anyone driving a rental vehicle.
      4. iCAN will only reimburse the daily rental rate for the vehicle and and fuel that is required during the rental period. iCAN will not pay for any other expense, including insurance, navigation, tolls, or other services.
   5. Other transportation reimbursement – dependent upon iCAN prior approval and does not apply to all events, including summit, conference, presentation, or other travel.
      1. Parking expenses at airport garages, self-parking lots/car parks, train stations, and so on will NOT be reimbursed.
      2. Taxi costs will not be reimbursed, unless it is has been explicitly authorized in writing BEFORE the expense is charged. This includes taxis between airports, train stations and hotels, as well as those taken during the course of the conference or meeting.
      3. We will not reimburse checked bags or items for trips UNLESS the checked bag or item is related to a medical need or otherwise approved by the Director of iCAN prior to travel.
   6. Hotel reimbursement – dependent upon iCAN prior approval and does not apply to all events, including summit, conference, presentation, or other travel.
      1. Hotel rooms will either be booked in advance and paid by iCAN, or reimbursed up to designated amount with receipts, depending on the conference/travel purpose
      2. Only authorized hotel stays will be reimbursed, and only for the dates authorized. If families book extra nights at a hotel they will be responsible for the extra cost.
   7. Reimbursement for meal expenses
      1. Reimbursement for meals or beverages while attending conferences will not be provided.

**IV.Emergencies**

* 1. Trip cancellations
     1. Families must contact iCAN immediately in the event that they need to cancel their trip/travel, or their travel plans become delayed/canceled.
     2. Possible reimbursement will be dealt with on an individual basis.
  2. Emergency contacts
     1. All participants should give emergency contact information to iCAN and, their team leader prior to their departure.
     2. It is recommended to share contact information amongst traveling attendees.
     3. This emergency contact should be someone who is not traveling with the participant.

1. **Legal Documentation**
   1. Passports, Driver’s Licenses, ID Cards, medical and legal documentation.
      1. Families are responsible for obtaining the necessary paperwork to travel. iCAN is not responsible and does not hold liability to expired, denied or stolen/missing legal documentation.
      2. It is recommended that multiple copies of legal documentation are made and stored in secure areas that are accessible should a problem arise. Time should also be allotted to ensure that the documents are in the traveler’s possession prior to the trip start date.
      3. iCAN is not responsible for any legal documentation to bring medicines, foods or drinks through TSA and airport security. Attendees must request necessary information from their medical support team.

**Please Review and Print/Submit two forms found on the iCAN website:**

**Appendix A. Parental Permission Slip**

**Appendix B. iCAN Reimbursement Form + Save all receipts**