

3RD INTERNATIONAL PATIENT SUMMIT 2026

Domestic TRAVEL POLICY

Organizing Committee IPS 3 will reimburse costs directly incurred to invited participants as confirmed in writing with each eligible participant and as detailed in this Expense Reimbursement Policy. Organizing Committee IPS 3 values your participation and contribution to the Summit. If you have any questions, please do not hesitate to contact your Organizing Committee IPS 3A staff liaison

1.0 EXPENSE REIMBURSEMENT ELIGIBILITY

1.1 Participants employed by a pharmaceutical, medical device, diagnostics company, or contract research organization are not eligible for reimbursement.

REIMBURSABLE EXPENSES

2.0 TRAVEL EXPENSES

2.1 Participants who are responsible for making their own travel arrangements, for which the costs, as determined in this Policy will be reimbursed on submission of an expense claim following the event.

2.2 As a patient organization, Organizing Committee IPS 3 will reimburse expenses at the most cost-efficient method and price with major carriers. The maximum reimbursable amount is INR 25,000 for only to and from air travel.

2.3 Air travel is economy coach class, advance fare.

2.4 Travel arrangements must be made promptly after confirmation of participation or award notification and no later than 15 days before the event.

2.5 Travel methods and costs reimbursed are only for airplanes.

2.6 Fees related to seat upgrades, priority boarding, additional charges for one standard weight checked bag or additional air miles purchase are not eligible for reimbursement.

2.7 Fees related to travel insurance (trip cancellation and medical/emergency coverage) are non-reimbursable.

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2.8 All and any expenses related to changes in travel plans are not reimbursable, except where the change relates to Organizing Committee IPS 3's change of event dates.

3.0 HOTEL EXPENSES

3.1 Organizing Committee IPS 3 will arrange for two nights of lodging for invited participation/speaker engagement. No-show, cancellation, early check-in, or late check-in fees are not eligible for reimbursement and will incur charges to the participant.

3.2 Accommodation will be arranged and provided by the Organizing Team for eligible participants. If a participant chooses to make their own hotel/accommodation arrangements instead of using the accommodation provided by the Organizing Team, such expenses will not be eligible for reimbursement.

4.0 MEAL, INCIDENTAL AND OTHER EXPENSES

4.1 Organizing Committee IPS 3 will not reimburse meal expenses and incidentals for each day of invited participation.

4.2 Breakfast is included in the room plan and lunch will be served at the summit venue.

4.3 All expenses greater than INR 500 or equivalent must be accompanied by a receipt.

5.0 TRAVEL LIABILITY, INSURANCE AND EMERGENCIES

Regardless of eligibility for reimbursement of expenses, as detailed in this policy

5.1 All participants are responsible for costs relating to loss of luggage/belongings, medical treatment, event/trip cancellation, or emergency evacuation.

5.2 Organizing Committee IPS 3 does not provide health insurance. Participants are required to have valid health insurance covering medical costs, hospitalization, and emergency treatments during travel.

5.3 Organizing Committee IPS 3 does not provide travel insurance and Participants are advised to purchase travel insurance covering medical costs and trip cancellation expenses.

5.4 In the event of any emergency, delay, or cancellation of travel, participants are advised to contact their

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Organizing Committee IPS 3 Staff Liaison.

6.0 REIMBURSEMENT PROCESS

6.1 Requests for reimbursement must be submitted to Organizing Committee IPS 3 within 15 days of the event, by completion of the Organizing Committee IPS 3 expense form and submission of all receipts. Organizing Committee IPS 3 regrets that reimbursements received after the deadline date will not be honored.

6.2 Your participation in the event, as agreed with Organizing Committee IPS 3, must be fulfilled for expenses to be claimed.