



# 2ND INTERNATIONAL PATIENT SUMMIT 2025

## INTERNATIONAL TRAVEL POLICY

Dakshama Health will reimburse costs directly incurred to invited participants as confirmed in writing with each eligible participant and as detailed in this Expense Reimbursement Policy. Dakshama values your participation and contribution to the Summit. If you have any questions, please do not hesitate to contact your Dakshama Health staff liaison – Jugesh – [accounts@dakshamahealth.org](mailto:accounts@dakshamahealth.org)

### 1.0 EXPENSE REIMBURSEMENT ELIGIBILITY

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

### REIMBURSABLE EXPENSES

### 2.0 TRAVEL EXPENSES

2.1 Dakshama Health will reimburse expenses at the most cost-efficient method and price with major carriers. The maximum reimbursable amount is **USD 575** for only to and from air travel.

2.2 Air travel is economy coach class, advance fare.

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

2.4 Travel methods and costs reimbursed are only for airplanes.

2.5 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.

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



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2.7 All and any expenses related to changes in travel plans are not reimbursable, except where the change relates to Dakshama Health's change of event dates.

## 3.0 HOTEL EXPENSES

3.1 Dakshama Health 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 as personal expenses.

## 4.0 MEAL, INCIDENTAL AND OTHER EXPENSES

4.1 Dakshama Health will not reimburse meal expenses and incidentals for each day of invited participation. Lunch will be provided on both days of the event and dinner on 7<sup>th</sup> March 2025

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 Dakshama does not provide health insurance and travel insurance. Participants are required to have valid health insurance covering medical costs, hospitalization, and emergency treatments during travel.

## 6.0 REIMBURSEMENT PROCESS

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

6.2 Your participation in the event, as agreed with Dakshama Health, must be fulfilled for expenses to be claimed.