



OASIS 2026 Travel Expense Reimbursement Guide

To support participation in OASIS, Orpyx will cover reasonable travel and accommodation expenses for delegates (attendees and presenters) in accordance with applicable US laws and regulations governing educational and industry-hosted events.

The Summit will be held at Orpyx's Calgary production facility, the only location equipped to deliver the required hands-on training. Expense coverage is strictly limited to necessary costs directly associated with attendance (e.g., economy-class airfare, hotel, conference meals, ground transportation). This support is provided without any condition or expectation of purchase or prescribing behavior.

All presenters and attendees must sign applicable agreements prior to participation. All reimbursable or pre-paid expenses must comply with documentation requirements and the Physician Payments Sunshine Act.

Delegate Financial Responsibilities:

Delegates will be responsible for costs beyond those covered by Orpyx:

- Flight upgrades, excess baggage, in-flight Wi-Fi, in-flight meals or beverages, premium accommodations, incidentals, additional meals or ground transportation).
- Alcoholic beverages beyond two drink tickets per dinner.
- Personal expenses (e.g., room service, mini bar, souvenirs, personal entertainment).
- Accommodation costs outside approved dates (Check-in: March 25, 2026 to Check-out March 28, 2026).
- Costs related to delegate-initiated changes or non-refundable cancellations.
- Expenses for extended stays beyond March 28, 2026.
- Companion Policy:
 - Delegates may bring companions at their own expense.
 - Any companion-related expenses covered by Orpyx will be offset against the delegate's reimbursement.
 - If companion expenses exceed the reimbursement amount, Orpyx will invoice the delegate for the difference.

Orpyx Financial Responsibilities:

Orpyx is responsible for the following:

- **Travel:** Reimbursement or pre-payment of ground transportation and economy-class airfare.
- **Accommodations:** Pre-payment of hotel accommodations (e.g., room upgrades, room service, mini bar will not be reimbursed).
- **Meals and Refreshment Breaks:** Pre-payment of scheduled meals and refreshment breaks only. Alcoholic beverages beyond drink tickets will not be reimbursed.
- **Incidental expenses:** Personal incidentals will not be reimbursed.
- **Honoraria:** No honoraria will be provided to speakers.
- **Expense reimbursement:** Orpyx will process reimbursements for eligible delegate expenses after the conference has concluded.

Confidential

oasis@orpyx.com | www.orpyx.com/oasis

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Expense Coverage and Compliance

To ensure proper documentation and compliance with the Physician Payments Sunshine Act, delegates must complete:

1. Presenter or Attendee Agreement (related to expense reimbursement)
2. Release Agreement (related to conference media)
3. Non-Disclosure Agreement (ensures confidentiality for visitors to Orpyx)
4. Banking Information form (direct deposit information for delegates submitting expense claims after the conference)

Airfare

- Orpyx will pre-pay or reimburse economy-class airfare for all delegates, including all taxes and fees, basic seat selection and one checked bag.
- If Premium or Business Class airfare is cheaper than economy, Orpyx will reimburse the lower fare.
- Delegates choosing upgrades will be responsible for additional costs.
- A detailed itinerary and receipt showing a full breakdown of charges and taxes is required for reimbursement.
- Incidentals (e.g., in-flight Wi-Fi, meals or beverages) will not be reimbursed.

Accommodations

Orpyx will coordinate and pre-pay room charges, and taxes for delegates as follows.

Check-In	Check-Out	Accommodation
March 25, 2026	March 27, 2026	Alt Hotel Calgary East Village 635 Confluence Way SE, Calgary, AB T2G 0G1
March 27, 2026	March 28, 2026	Banff Centre for Arts and Creativity 107 Tunnel Mountain Drive, Banff, AB T1L 1H5

- *No-show* charges reimbursed only if unavoidable circumstances are demonstrated.
- Upon check-in, each hotel will require the delegate's personal credit card to cover any room incidentals (e.g., room service, mini bar, upgrades) which will be the delegate's responsibility.
- Delegates and companions may extend their stay at their own expense.

Ground Transportation

1. Delegate-Arranged Transportation

Delegates will be responsible for arranging the following ground transportation and may submit eligible expenses for reimbursement.

Date	Delegate Arranged Ground transportation
March 25, 2026	Delegate's home to departure airport
March 25, 2026	Calgary International Airport to Alt Hotel Calgary East Village, 635 Confluence Way SE, Calgary
March 28, 2026	Departure airport to delegate's home

Reimbursable Expenses and Required Documentation

Expense type	Reimbursement Details	Documentation Required
Personal Vehicle - Mileage	Reimbursed at US\$0.70 per mile	Route map (e.g., Google Maps) showing mileage and departure/arrival locations
Personal Vehicle - Airport Parking	Parking from March 25-28, 2026	Itemized receipt/invoice showing pick-up/drop-off dates and total amount paid
Rideshare (Uber/Lyft) or Taxi Services	Reasonable fares, including gratuities up to 20%	Itemized receipt/ invoice showing date, pick-up/ drop-off locations, and applicable taxes (e.g., GST)

2. Orpyx-Arranged and Pre-paid Transportation

Orpyx will arrange and pre-pay the following ground transportation for delegates.

Date	Orpyx Pre-arranged and Pre-paid Meals
March 25, 2026	Alt Hotel Calgary East Village to Pins & Pints (walking)
March 26, 2026	Alt Hotel Calgary East Village and Orpyx, 1240 20 Avenue SE, Calgary (return shuttle)
March 27, 2026	Alt Hotel Calgary East Village to Banff Centre, 107 Tunnel Mountain, Banff* (one-way shuttle)
March 27, 2026	Banff Centre to Town of Banff (return shuttle for delegates and companions)
March 28, 2026	Banff Centre to Calgary International Airport, Calgary* (one-way shuttle)

*Companions will be welcome to join with shuttle expenses subject to the companion policy

Meals and Incidentals

Pre-arranged and pre-paid by Orpyx:

Date	Orpyx Pre-arranged and Pre-paid Meals	Location
March 25, 2025	(Optional Pre-Conference): Pins & Pints event* Group appetizers and 2 alcoholic drinks tickets	Barrel No.612 Grill + Bar 612 5 Street SE Calgary
March 26, 2026	(Optional Pre-Conference): Group Fitness Activity*	WildCard Fitness 349 10 Ave SW, Calgary
March 26, 2026	(Optional Pre-Conference): Networking meet-up* Pastry items and non-alcoholic refreshments	Phil & Sebastians 618 Confluence Way SE Calgary
March 26, 2026	Lunch, snacks and non-alcoholic refreshments	Orpyx 1240 20 Avenue SE Calgary
March 26, 2026	Welcome dinner and 2 alcoholic drink tickets*	char bar 618 Confluence Way SE Calgary
March 27, 2026	Snacks and non-alcoholic refreshments	Shuttle: Alt Hotel to Banff Centre 107 Tunnel Mountain, Banff
March 27, 2026	Breakfast Buffet* and Lunch Buffet* Two refreshment breaks	Banff Centre 107 Tunnel Mountain, Banff
March 27, 2026	Group dinner and 2 alcoholic drink tickets*	Canadian Brewhouse (Banff) 317 Banff Ave, Banff
March 28, 2026	Breakfast Buffet*	Banff Centre 107 Tunnel Mountain, Banff

*Companions may attend scheduled meals and events and pay separately.

- Meals outside the schedule and personal incidentals will be the delegate's responsibility.
- Alcoholic beverages will not reimbursable beyond drink tickets provided.

For further information or assistance, please direct all inquiries to oasis@orpyx.com