



Lodging & Flight Cancellation and Late Checkout Policy

Cancellation Notice Requirements for No-shows

Contractors must provide notice to their respective Travel Coordinators of cancellation for both flights and lodging accommodations at least:

- Twenty-four (24) hours before the scheduled flight departure
- Twenty-four (24) hours before the first night's stay at Suncor provided accommodations.

Failure to comply with the above requirements will result in the following charges:

- \$125 for Lodge
- \$220 for the first leg of the flight
- Note: Fees adjustments may occur on an annual basis

Late Checkout Requirements

Contractors must adhere to the booking reservation confirmation's outlined checkout timing and procedure.

Failure to do so will result in a late checkout fee of \$60.
