



Cancellation & 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 may change without further notice

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.



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