**The UNIVERSITY of WESTERN ONTARIO**

**TRAVEL POLICY SUPPLEMENT AS RELATED TO RESEARCH**

The purpose of this document is to compare and contrast university requirements and eligibility of expenses to that of major granting agencies. When determining which policy/guideline to use, the more stringent of them will apply.

<table>
<thead>
<tr>
<th>INFORMATION</th>
<th>Tri-Agencies</th>
<th>Treasury Board of Canada, Public Works and Government Services Canada (PWGSC), Global Affairs Canada, AUCC</th>
<th>US Government Funded Projects (NIH, US Army, NASA, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel destination</td>
<td>City and Country</td>
<td>Same as Tri-Agencies</td>
<td>Same as Tri-Agencies</td>
</tr>
<tr>
<td>Dates</td>
<td>Departure date to Return date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of Trip**

- Indicate the nature of the trip (i.e. name of conference, workshop or meeting)
- Indicate the relationship between the trip and the research project (i.e. name of conference, workshop or meeting)
- If the claimant is not the Principle Investigator (PI), specify the relationship to the PI (i.e. student, PDF, visiting scientist, collaborator, etc.)
- Indicate the person or institution visited
- A separate claim must be submitted for each trip. If additional receipts for a particular trip are submitted subsequent to the original claim, please reference the original claim number on the second claim.

**TRANSPORTATION**

<table>
<thead>
<tr>
<th>Air Travel</th>
<th>Tri-Agencies</th>
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<tbody>
<tr>
<td>• See Travel and Expense</td>
<td>• Most economical rate</td>
<td>• Most economical rate</td>
<td>• Most economical rate</td>
</tr>
<tr>
<td>• Original invoice and boarding passes must</td>
<td>• Original invoice and boarding passes must be</td>
<td>• Original invoice and boarding passes</td>
<td>• Travelers must comply with the requirements of the Fly America Act which generally requires that air travel</td>
</tr>
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<tbody>
<tr>
<td>Reimbursement Procedure 20.01.</td>
<td>• Original invoice and boarding passes must be submitted. When electronic boarding passes are used please note this on the claim.</td>
<td>submitted. When electronic boarding passes are used please note this on the claim.</td>
<td>must be submitted. When electronic boarding passes are used please note this on the claim.</td>
<td>funded by US Federal funds be conducted on a US flag carrier. See the Grants Policy Statement (GPS), section 7.3 <a href="https://grants.nih.gov/grants/policy/nihgps/nihgps.pdf">https://grants.nih.gov/grants/policy/nihgps/nihgps.pdf</a></td>
</tr>
</tbody>
</table>
| • Trip cancellation insurance is recommended.  
• The combined non-medical travel insurance is eligible if it is the most cost effective way to purchase the cancellation insurance.  
• Medical insurance is not eligible | Travel medical insurance is eligible for research personnel who do not receive any such benefits from their institution and/or other sources. | Not eligible | Travel medical insurance is eligible for travel outside Canada for research personnel who do not receive any such benefits from their institution and/or other sources. |
| • Original ticket stub or equivalent, including detailed cost information is required  
• See Travel and Expense Reimbursement | • Original ticket stub or equivalent, including detailed cost information is required  
• Most economical rate | Same as Tri-Agencies | Same as Tri-Agencies  
• The lowest fare available must be used. |   |
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<td>Procedures 20.05 and 20.09</td>
<td>• Reimbursement is on a per kilometer basis only. • Rates other than that published in the Travel Procedure, clause 20.06, will not be paid.</td>
<td>Rates can be obtained from the Treasury Board website, <a href="http://www.njc-cnmc.gc.ca/directive/d10/v238/s658/en">http://www.njc-cnmc.gc.ca/directive/d10/v238/s658/en</a></td>
<td>Same as Western</td>
<td>Mileage reimbursement not to exceed GSA approved rates. <a href="https://www.gsa.gov/portal/content/10071">https://www.gsa.gov/portal/content/10071</a></td>
</tr>
</tbody>
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**Use of Claimant’s Owned Vehicle**

- Reimbursement is on a per kilometer basis only.
- Rates other than that published in the Travel Procedure, clause 20.06, will not be paid.
- Same as Western
- Same as Western

**ACCOMMODATION**

**Hotel**

- If booked on-line, detailed hotel reservation is acceptable only if no detailed receipt provided on check out.
- Detailed reservation must indicate dates, type of room, rate, total cost and method of payment.
- Not to exceed GSA approved rates (US) and State Department rates (non-US) [https://aoprals.state.gov/web920/per_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) [https://www.gsa.gov/portal/content/10487](https://www.gsa.gov/portal/content/10487)
- $30 CDN per night
- Written explanation must be submitted describing the purpose of trip, name of host and number of days.

**Private, non-commercial**

- Refer to Treasury Board directive, Appendix C, 1.1:
- Western does not pay the host directly
- Same as Western
- $30 CDN per night
- Written explanation must be submitted describing the purpose of trip, name of host and number of days.

**MEALS & HOSPITALITY**

**Meals**

- Original, detailed receipt is required. Credit/debit card
- Receipt requirements are the same as Western’s.
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- Not to exceed GSA approved rates (US) and State Department rates (non-US)
- Alcohol is not eligible
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**Entertainment of Others**

- Maximums apply per meal, see Travel Procedure 14.02
- Alcohol is not eligible.

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- Alcohol is not eligible.

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- Alcohol is not eligible.

- Original, detailed receipt must be accompanied by sufficient detail to identify the person or persons entertained, including names, university or organization.
- Eligible for networking and research related activities between grantee and guest researchers, external partners and/or stakeholders.
- Must state the date and purpose of the event, names and number of attendees.
- Alcohol is not eligible.

- Same as Western
- Same as Western

**Meal Per Diem – without receipts**

- Maximum allowable rates for each meal are available at [http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html](http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html)
- Same as Western

- Same as Western

- Not reimbursable

**MISCELLANEOUS**

**Conference Prospectus/Program**

- Not required
- Must include dates of conference/workshop, breakdown of

- Same as Tri-Agencies
- Same as Tri-Agencies

- Must include dates of conference or workshop and breakdown of fees

- https://aoprals.state.gov/web920/per_diem.asp
- https://www.gsa.gov/portal/content/10487
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<tr>
<td>Advances</td>
<td>Conference fees (i.e. meals, events, etc.)</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Paperwork</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
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Advances
Funds received in advance of the travel/event occurring must be cleared by submitting a Travel/Expense claim within sixty (60) days following the completion of the travel/event or prior to the end date of the research project, whichever is sooner.

Paperwork
Claims with itemized receipts should be sent to the travel desk within fifteen (15) days from approval of the claim. Future reimbursements may be withheld if receipts are not received within the specified time period.

REFERENCES - WEBSITES

University Travel Policy, 2.16  [http://www.uwo.ca/univsec/mapp/section2/mapp216.pdf](http://www.uwo.ca/univsec/mapp/section2/mapp216.pdf)

Travel Procedures  See link in Travel Policy 2.16 document

Tri-Agencies (CIHR, NSERC, SSHRC)  


Notes:
1) All travel/expense claims applied to research accounts must have a one-over approval. This approval cannot be delegated and must be from the individual to whom the claimant reports.
2) If any portion of the claim is not within policy, procedure or guidelines, an explanation must be provided as to the extenuating circumstances and approved by the appropriate authority.
3) This document is for reference only. Please refer to Travel Policy 2.16 for complete details of Western’s requirements.