

## Travel and Expense Claim Requirements for Research

Claims for travel-related expenses from research funds must conform to Western's travel policy and procedures. Some government departments and funding agencies such as the Tri-Councils (NSERC, CIHR and SSHRC) have additional requirements.

All claims must have one-over approval confirming the relevance of the travel to the research being funded. This approval cannot be delegated and must be from the individual to whom the claimant reports.

A separate claim should be submitted for each trip. If additional receipts for a particular trip are submitted subsequent to an original claim, the original claim number must be referenced on the second claim.

The following information and/or supporting documentation must be included on each claim:

### Conferences/workshops

	Claimant's relationship to the grantee, if the claimant is not the grantee
	Purpose of trip
	Destination (city and country)
	Dates
	Prospectus or program of the conference/workshop (supports the dates claimed)
	Details of vehicle use, if applicable
	Original itemized receipts (credit card statements/slips are not valid, debit card slips are not valid)
	Evidence that supports the travel expenses (travel ticket, boarding passes)

### Hospitality (only if allowable under agency guidelines)

	Purpose
	Dates
	Names of participants
	Number of participants

### Alcohol

Alcohol is not reimbursable or allowable if the project or program being charged is externally funded.

### 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 (SSB, Suite 6100) within fifteen (15) days from approval of claim. Future reimbursements may be withheld if receipts are not received within the specified time period.