

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.

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	The University of Western Ontario Travel and Expense Reimbursement Policy 2.16	Tri-Agencies CIHR/NSERC/SSHRC, Canada Research Chairs (CRC), Networks of Centres of Excellence (NCE)	Treasury Board of Canada, Public Works and Government Services Canada (PWGSC), Global Affairs Canada , AUCC	Provincially funded programs	US Government Funded Projects (NIH, US Army, NASA, etc.)
	Procedures 20.05 and 20.09				
Use of Claimant's Owned Vehicle	<ul style="list-style-type: none"> x Reimbursement is on a per kilometer basis only. x Rates other than that published in the Travel Procedure, clause 20.06, will not be paid. 	Same as Western	Rates can be obtained from the Treasury Board website, http://www.njc-cnm.gc.ca/directive/d10/v238/s658/en	Same as Western	<ul style="list-style-type: none"> x Mileage reimbursement not to exceed GSA approved rates. https://www.gsa.gov/portal/content/100715
ACCOMODATION					
Hotel	<ul style="list-style-type: none"> x If booked on-line, detailed hotel reservation is acceptable only if no detailed receipt provided on check out. x Detailed reservation must indicate dates, type of room, rate, total cost and method of payment. 				<ul style="list-style-type: none"> x Not to exceed GSA approved rates (US) and State Department rates (non-US) https://aoprals.state.gov/web920/per_diem.asp https://www.gsa.gov/portal/content/104877

Private, non-commercial

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		conference fees (i.e. meals, events, etc.)			
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	https://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216.pdf
Travel Procedures	See link in Travel Policy 2.16 document Financial Administration Guide http://www.nserc-crsng.gc.ca/Professeurs/Professeurs/FinancialAdminGuideGuideAdminFinancier/index_eng.asp
Tri-Agencies (CIHR, NSERC, SSHRC)	Use of Grant Funds http://www.nserc-crsng.gc.ca/Professeurs/Professeurs/FinancialAdminGuideGuideAdminFinancier/FundsUtilisationSubventions_eng.asp Supporting Documentation http://www.nserc-crsng.gc.ca/Professeurs/Professeurs/Prooroo_262.319_0.599_res0.9_0.001_re1.4_(s)4_32.08_222