COMBINING RESEARCH AND PERSONAL TRAVEL

Researchers often combine research related travel with personal travel and we are happy to assist in that regard.

The following will assist researchers on how best to report specific expenses in those instances where travel is taken for research purposes and for personal reasons.

Transportation

Flying into one country and out from another?

The flights are eligible based on the research justification you provide.

If, however, flights or other travel between two places is for personal reasons, the expenses incurred are ineligible.

Cost of taxis and public transport while abroad is justified if it directly relates to the research conducted.

Please be sure to report as much in your claim using specific dates as appropriate.

Local transportation to/from a place of research to/from a private residence is eligible.

Accommodation

Accommodation the day before, during, and up to the night of the last day of the conference is eligible.

If expensing added accommodation, please provide the research justification.

Accommodation for field work, archival work, meetings with collaborators, etc. is eligible provided you report the reasons for it (ex. Oct. 1 and 2 in Oxford – research meetings both dates with Prof. John Doe, Oxford University).

If staying with family or friends while conducting research you may provide your hosts a gift in lieu of accommodation equal to \$30/dayCDN.

For example, if you stay with family for 10 days (ex. Oct. 10-20) while conducting research, you may provide them a gift of a value equal to \$300CDN.

You must report this arrangement. Also, any accommodation costs that conflict with the dates (ex. Oct. 15) would be a duplication of accommodation expenses and therefore ineligible.

Meals

As outlined in the Tri-Council's <u>Use of Grant Funds</u>, meal allowances while travelling are for the researcher and/or research personnel.

Meals for "networking purposes in the context of formal courtesy between the grantee and guest researchers and research-related activities..." are also eligible.

Your meals are eligible those dates you are conducting research.

If you are hosting a colleague you are collaborating with, the meal expensed is eligible.

Again, please report the actual dates you conduct research to avoid any confusion.

Submission of original itemized receipts is essential for reimbursement.

Reminders

Please:

- include the conference program, if applicable.
- provide the names and affiliated institutions of colleagues you work with.
- be sure to provide a clear timeline and justification which supports the expenses you are claiming.
- review your meal claims carefully and deduct any alcohol and non-eligible meals (ex. travelling partner/spouse of colleague).
- provide the research justification for any sundries such as books and postage as expenses for the purposes of research.
- keep and submit all boarding passes (flight, train, bus, etc.) related to research travel.
- keep and submit all original receipts for meals, accommodation, transportation, and eligible sundries related to the research portion of the travel. You will not be reimbursed without them.
- use the most economical means to travel to/from home to/from the airport Niagara Airbus or personal vehicle for example. The costs associated with use of private limousine services, taxis, and parking for the personal portion of the travel will be adjusted accordingly.
- remember in the absence of a written policy from the funder, institutional policies apply.