

**OFFICE OF THE PROVOST
POLICY: RESEARCH TRAVEL COSTS**

Date: December 9, 2009/April 15, 2010

Approval: The Provost

Contact Person: Dr. Eve Stringham, Vice Provost of Research and Graduate Studies

Reviewed: March 2010, June 2015

1. Preamble

To maintain its mission and public confidence and trust in its role of advancing and disseminating knowledge, Trinity Western University is committed to integrity and a high ethical standard in research. The following travel policy adheres to research best practices in Canada as understood by the Canadian Tri-Agencies and the Canadian Association of University Research Administrators.

2. Purpose

The purpose of this policy is to ensure that research grant and contract funds are used judiciously, in accordance with institutional and granting agency requirements. This policy clarifies the policy and procedural requirements of the University regarding reimbursement of research travel expenses.

3. Scope

This policy applies to all research grants and contracts and awards to members of the University for which travel is an eligible expense.

4. Administration

The Office of Research and Graduate Studies is responsible for administration of the research travel policy. The Vice Provost of Research and Graduate Studies is responsible to ensure that all members of the University are aware of the research travel policy and appropriately informed of their obligations and responsibilities under the policy, and to coordinate policy processes, including record keeping and reporting.

5. Policy

Research travel costs must meet institutional and grant and contract eligibility requirements, and be disbursed in a manner to achieve the greatest possible value for the research for which the grant was awarded. If the policy of the University differs from the guidelines of certain funding agencies, the guidelines of the agency will apply. If a circumstance arises that is not specifically covered in eligibility requirements of the University or of the funding source, the traveller or funding authority must adopt the most conservative course within the spirit of this policy, or consult the Office of Research and Graduate Studies.

- 5.1 Airfare will be purchased at a competitive economy rate.
- 5.2 Land travel will be reimbursed at the University kilometre rate up to the cost of a competitive economy airfare. To be eligible for reimbursement for such vehicle travel, the research grant or contract holder must submit printed documentation of the airfare at the time of travel to the Office of Research and Graduate Studies before the travel occurs.
- 5.3 Local land travel will be purchased at the lowest rate which accommodates the traveller's needs. For example, normally airport shuttles or multiple passenger limousine service will be used before taxis. Taxis will be used only when efficient public transit or other more economical forms of travel are not available.
- 5.4 The maximum reimbursement for local personal vehicle research travel is the current University reimbursement rate per kilometre.
- 5.5 Justification will be provided for vehicle rental costs. Research grant or contract holders are advised to seek authorization from the Office of Research and Graduate Studies before incurring or seeking reimbursement for vehicle rental expense.
 - 5.5.1 University discount agreements with rental companies will be utilized when booking rental vehicles. Purchase of insurance for rental vehicles is not required as the insurance requirements are provided by TWU.
- 5.6 Accommodation required for the conduct of the research will be purchased at an economy rate. If an economy rate is not possible, the reimbursement request will be accompanied by a justification for the greater expense.
- 5.7 The maximum meal reimbursement is \$50 per day for travel in North America and \$70 per day for travel overseas. Up to three meals a day may be claimed. Snacks and alcoholic beverages are not eligible travel expenses.
 - 5.7.1 Personal expenses which are not essential to the research are not reimbursable. These expenses include but are not restricted to: any expenses related to accompanying travel companions; pet care; parking and other traffic fines; and, insurance or upkeep for privately owned vehicles. Claimed personal expenses that are not essential to the research may be regarded as a personal benefit and taxable, subject to Canada Revenue Agency regulations.

6. Policy Review

The Vice Provost of Research and Graduate Studies is responsible to ensure that the research travel policy is reviewed annually. The review will be conducted in accordance with the University's policy review requirements.