Applying for and Claiming Travel Expenses for Faculty of Education Travel Funding

This information is for Faculty applying for and awarded Faculty of Education internal funding for conference travel. Please consult Western’s on-line travel information before researching transportation and accommodation: [http://uwo.ca/finance/accounting/travel_expense_reimbursement.html](http://uwo.ca/finance/accounting/travel_expense_reimbursement.html), and review Western’s travel policies that govern the use of money awarded for travel: [http://www.uwo.ca/univsec/mapp/section2/mapp216.pdf](http://www.uwo.ca/univsec/mapp/section2/mapp216.pdf).

Applicants are personally responsible for any expenditures beyond what was awarded for funding, expenses for which receipts are not provided, or ineligible expenses.

**Before you travel:**

1. When researching transportation and accommodation, the guiding principal is “value for money” or “careful consideration of costs, mode of travel, travelling time and convenience will realize the most economical and effective use of all resources” (Section 1.02 under Procedures). This means for example, no “first class” transportation. In addition, it is rare that driving your own vehicle will be the most economical means of transportation. Researchers should rent a car for shorter distances (e.g. Toronto, Detroit) instead of driving their own vehicle. Current mileage rates can be found here: [http://www.njc-cnml.gc.ca/directive/travel-voyage/s-td-dv-a2-eng.php](http://www.njc-cnml.gc.ca/directive/travel-voyage/s-td-dv-a2-eng.php)

2. If not available at the time of application, you must forward the paper acceptance to the Research Officer as soon as it is received. Faculty of Education travel funding is conditional upon being accepted and presenting a peer-reviewed paper at the conference(s) the applicant was approved to attend.

3. For the purpose of your application, which is an estimation of costs, please convert all non-Canadian currencies into Canadian dollars. Information about exchange rates can be found on Western’s Financial Services website: [http://uwo.ca/finance/](http://uwo.ca/finance/)

**During your travel:**

1. Keep all original, itemized receipts. Nothing can be claimed without a receipt. Debit card receipts, credit card sales slips, credit card statements, cancelled cheques and travel agency itineraries are not acceptable, nor are scans or photocopies of receipts. Electronic receipts such as those provided by airlines are acceptable if they demonstrate proof/method of payment, although boarding passes are preferred.

2. It is rare that driving your own car would be the most economical form of transportation; however, if claiming mileage, no receipt is needed (unless you are claiming gas in lieu of mileage). Instead, please provide a “google map” estimate of the distance.

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**After you travel:**

1. Within 60 days following your conference, submit an on-line travel expense claim, available here: [https://finance.uwo.ca/psp/fsprdweb/?cmd=login&languageCd=ENG](https://finance.uwo.ca/psp/fsprdweb/?cmd=login&languageCd=ENG) Login using your Western email credentials.

2. Your Speedcode is emailed to you by Research Western when the account is opened. However, please contact the Research Office for this information if you don’t have it.

3. There is an on-line tutorial on how to create a travel expense report here: [http://www.uwo.ca/finance/training_reference/content/accounting/creating_travel_expense_claim/story.html](http://www.uwo.ca/finance/training_reference/content/accounting/creating_travel_expense_claim/story.html). Recommended browsers are Firefox or Chrome, and you may need to disable pop-up blockers. If you have any questions, please contact the Administrative Assistant in the Research Office.

4. You cannot claim more than the amount of your travel award (i.e. what is in your account); expense claims that exceed this amount will be returned. Please deduct the overage from one of your receipts. It doesn’t matter which one. It is helpful to include a note in the accounting information explaining this (see the “How to Claim” document on the Research web site under Research Handbook > Spending your Research Grant – Conference Travel [http://www.edu.uwo.ca/research/handbook.html](http://www.edu.uwo.ca/research/handbook.html)).

5. Take your receipts, a copy of the conference program showing your presentation(s), and a signed, hard copy of the on-line claim form to Elsie Chan in the Dean’s Office. Your expense claim will not be reviewed for approved until all required documentation is received.

6. Funds are reimbursed in Canadian dollars via electronic funds transfer to the bank account indicated in “My Human Resources” ([http://www.uwo.ca/hr/my_hr/index.html](http://www.uwo.ca/hr/my_hr/index.html)).