



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, and review Western's travel policies that govern the use of money awarded for travel:

<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 may find it more economical to rent a car for shorter distances (e.g. Toronto, Detroit) instead of driving their own vehicle, or consider bus or train travel. Current mileage and meal rates can be found here:

http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html. Information about preparing to travel, including car rentals, can be found here:

http://www.uwo.ca/finance/procurement/preparing_to_travel/index.html.

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/>

During your travel:

1. Keep all original, itemized receipts. Very little 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 detail what was purchased, the amounts, the date of the transaction, method and proof of payment. In addition, keep boarding passes for rail and air travel.

2. If you have been approved to claim mileage, no receipt is needed (unless you are claiming gas in lieu of mileage). Instead, please provide a “google map” estimate of the distance.
3. There are now 2 ways in which food expenses can be claimed: exact amounts with receipts (maximums governed by Treasury Board “TB” rates here: <http://www.njc-cnm.gc.ca/directive/d10/v10/s98/en>) or per diems. Per diems are set, flat rates for individual meals or full days of travel where all meals are paid for. These rates can be found here: http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html.

After you travel:

1. Within 60 days following your conference, submit an on-line travel expense claim, available here: <https://finance.uwo.ca/psp/fsprdwweb/?cmd=login&languageCd=ENG>
Login using your Western email credentials.
2. Research accounts for both in/external funding are set up by Research Finance after submission and approval of a ROLA. Your Speedcode (internal accounting code) is emailed to you by “Peoplesoft” (may also appear as “Psoft”) once the account is opened. Please note that if ethical approval is required for your project, you must login and enter this into the ROLA before your account will be set up. You will receive periodic email reminders to do this.
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. 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. Please do not claim more than the amount of your travel award (i.e. what is in your account). You are personally responsible for any overages.
5. Take your receipts, a copy of the conference program page showing your presentation(s), and a signed, hard copy of the on-line claim form to Dianne Nemcek (room 1013, near the Dean’s Office Conference Room 1010) or Teacher Education (1131). 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).
7. Who to contact for questions:

Research Officer:

TBA

TBA

519-661-2111 ext. 88561

Administrative Assistant:

Tina Beynen

tbeynen@uwo.ca

519-661-2111 ext. 88068