

## **Guidelines for reimbursement of travelling expenses 2018**

Travelling expenses are authorized costs related to the researcher's participation as a presenter in a conference, congress or meeting and include transport, accommodation, meals and registration.

Any request for reimbursement of travel expenses must be authorized under the approval standards and supported by the required original documents.

### **Transport**

#### **Authorized transport means and expenses:**

It is recommended to use the most economical mean of transportation.

Travelling 200Km or more, both ways, requires proofs such as public transportation tickets or a receipt for a service obtained at the final destination (meal, gas, or parking fees).

#### **Personal car:**

Travelling in your personal car is permitted if meets the above stipulated guidelines. 0.43\$cents/Km will be paid up to a total sum equivalent to the cost of a flight ticket in economy class and the expenses of travelling to/from the airport. A sum of 0,53\$/km will be reimbursed for carpooling.

#### **Car rental**

A rental a car could be more economical under certain circumstances comparing to other travelling means. In such a case please attach adequate justifying documents to the request of reimbursement.

#### **Flight**

For flight reimbursements a copy the airline ticket in addition to the original invoice and boarding passes (both ways) is necessary

- For electronic tickets, please provide the electronic tickets as well as boarding passes.

### **Meals**

Reimbursements of meals expenses, excluding alcohol, require detailed receipts in addition to payment slip up to the maximal sum that is indicated below (Please note that credit card transaction slips or statements are not sufficient).

	<u>Canada (\$ Canadian)</u>	<u>International (\$ Canadian)</u>
Breakfast	10,00	12,00
Lunch	16,00	21,00
Dinner	28,00	37,00
<b>Total</b>	<b>54,00</b>	<b>70,00</b>

### **Accommodation fees**

It is recommended to rent the most economic category of accommodations, taking into account their accessibility and disposability.

### **Registration fees:**

Registration fees are reimbursed upon submission of appropriate documents.

### **Other expenses**

Travelling expenses prior or following the usage of public transportation or parking fees (if a personal car was used) are admissible for reimbursement.

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