

FCS TRAVEL GRANT POLICY

PURPOSE

The Travel Grant provides partial financial support for Pre-Tenure TFA members to present at academic conferences. It is expected that faculty members have accessed their Professional Development (PD) fund and other funding sources, such as external grants, to contribute to their travel expenditures.

Recipients of a Travel Grant cannot transfer the award to other project accounts. For example, funds from a Travel grant cannot be transferred to a faculty member's PD Fund, or an OVPRI cost centre.

MAXIMUM REQUEST: All Travel Awards for Canadian or International trips can be awarded to a maximum of \$1,500.

ELIGIBILITY

- Travel Grant applicant eligibility is reserved for pre-tenure TFA for whom research related activities are part of their contractual obligations.
- Limited Term Faculty (LTF) are not eligible to apply for FCS Internal Grants.
- A maximum of 3 Travel Awards (\$1,500 max each) will be awarded each competition cycle.
- As Applicant, pre-tenure faculty may be awarded a maximum of 2 Travel Awards during the entirety of their pre-tenure period. Awards from different Internal Grants opportunities can be held simultaneously.
- All grants are conditional on continued employment at TMU.

APPLICATION REQUIREMENTS

- Applicants must complete all sections of the online form. Incomplete proposals will not be reviewed
- Applicants are required to submit a recent CV.
- Applicants must provide a detailed budget description and justification.
- Faculty who have received previous Travel Grant funding are required to include the title of the previous grant and upload related peer-reviewed dissemination products and statements.

ELIGIBLE EXPENSES

- Accommodation: Reimbursement for hotels and other lodgings will be limited to reasonable amounts in the particular circumstances and should not exceed the single occupancy rate. Faculty should give due consideration to location and economy prior to making arrangements for accommodations. Receipts are required.
- Air Travel: Travel should be via the most direct route, but indirect routing can be approved by the appropriate signing authority if the cost does not exceed that of the direct route. If travel fare can be attained at substantially lower than University sources, through advance purchase or minor changes to travel arrangements, (e.g. extra night's accommodation), the traveler is encouraged to consider that alternative.
- To assist research grantees and institutional administrators in their review and interpretation of acceptable use, the following categories summarize eligible and ineligible grant fund expenses and applicable rates (Travel and Meal Allowances).

- Foreign Currency Conversion: Actual rates of conversion will be used if documented with a copy of the bank slip or credit card statement. If that information is not available, conversion will be calculated based on OANDA's conversion rate for the period of travel.

REIMBURSEMENT

- All reimbursement related to Travel Grants must be submitted online through an i-Expense report.
- In order to receive reimbursement for travel, the following **documentation** is required:
 - Letter of acceptance of the conference abstract.
 - Original receipts, such as hotel bills, taxi and meal receipts, etc. Credit card statements are required for online purchases and/or purchases made in foreign currency.
 - Original tickets and boarding passes.
 - Copy of the conference program showing dates of the conference.
 - If original receipts have been lost, travel grant recipients must complete a Supplemental Receipt Form.
 - Recipients of a Travel Grant will be required to file reimbursement claims within 2 weeks of return from the conference attended.

APPLICATION DEADLINES AND SUBMISSION

Applications must be submitted electronically via TMU's Research Information System (RIS)

Timeline	Competition Open	Competition Close	Funding Available
Spring	March 18	April 18 at 4:00 p.m.	June
Fall	September 17	October 31 at 4:00 p.m.	December

Award recipients may hold a Travel Grant once annually. A final report must be submitted to the office of the Associate Dean 3 months after the completion of the project or 18 months after the grant is awarded, whichever comes first. The report describes the outcomes and future plans of this project. Subsequent internal funding will be conditional on submission of the final report.

For more information, please contact:

Iain McQueen Director, Strategic SRC, Partnerships and Special Projects at imcqueen@torontomu.ca