

Office of the Dean, Faculty of Community Services
FCS TRAVEL GRANT POLICY

PURPOSE

The FCS Travel Grant aims to provide partial financial support for RFA 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 the FCS Travel Grant cannot transfer the award to other project accounts. For example, funds from an FCS Travel grant cannot be transferred to a faculty member's Professional Development Fund, or an OVPRI cost centre.

AMOUNT: Travel grants are up to \$1,000 for conferences held in Canada and \$1,500 for conferences outside Canada.

ELIGIBILITY

The FCS Travel Grant is targeted for faculty members for whom research related activities are part of their contractual obligations. All grants are conditional on continued employment at Ryerson.

- 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.

RESPONSIBILITIES

- Accommodation: Reimbursement for hotels and other lodging 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.
- Per Diem allowance: RFA members are eligible for a \$50/day travel per diem within North America. For travel outside Canada and the United States, the rate is \$75/day.
- 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.
- Auto allowance: When using a personal vehicle, the auto allowance will be computed at \$0.50 per kilometre.

REIMBURSEMENT

All reimbursement related to FCS 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 the SRC Travel Grant will be required to file reimbursement claims within 2 weeks of return from the conference attended.

APPLICATION DEADLINES AND SUBMISSION

- The competition for the spring competitions open on March 18th and close on April 18th at 4:00 pm.
- The competition for the fall competitions open on October 1st and close on October 31st at 4:00 pm.
- The funding for successful application for the spring competition will be available on June 1st.
- The funding for successful application for the fall competition will be available on January 1st.
- Applications must be submitted electronically via Ryerson University's Research Information System (RIS).

For more information, please contact:

- Jennifer Martin, Associate Dean at extension 6314 or by email at jjmartin@ryerson.ca.