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**Metropolis Conference**

**PMC Travel Grant Application Guidelines**

1. Applicants must be PMC affiliates or NGO partners to apply for a PMC Travel Grant. (If applicant is a graduate student, please indicate the name of the faculty member student is working with and his/her relationship to Prairie Metropolis Centre.)
2. Applicants must be contributing to the Metropolis Conference (e.g., presenter, invited speakers etc.)
3. Applicants must review and adhere to the PMC Travel Claim guidelines (listed below).
4. Incomplete applications will not be considered.
5. No applications will be accepted beyond the deadline set for each Travel Grant competition.

All Travel Grant Applications must be accompanied by the following documentation:

* + Abstract or summary of research information and outcomes to be presented *(must be attached)*
	+ Letters of acceptance or of invitation to present research:
	attached \_\_\_\_\_ to follow later
	+ Quotation from a travel agency or airline website clarifying lowest available airfare status *(must be attached)*

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**REIMBURSABLE EXPENSES FOR METROPOLIS CONFERENCE TRAVEL**

The following are reimbursable expenses for Metropolis Conferences. Please note that this is a list of expenses that may be reimbursed if they apply to your travel dates:

* Airfare
* Mileage
* Ground Transportation
* Accommodations
* Registration
* Per Diems:Only meals not available with conference registration will be covered.

**TRAVEL CLAIM PROCEDURES***Adapted from the University of Alberta’s Policies and Procedures Online*

1. **Travel**
* The recovery of out-of-pocket expenditures is only achieved through the submission of a properly completed, approved and supported expense claim.
* A critical aspect of appropriate support is submitting original receipts.
* Those wishing to recover out-of-pocket cash need abide by these requirements.
* Further, claims must reflect prudence, good judgment,due diligenceto reasonable economy,and be defensible to a reasonable and impartial observer.
1. **Receipts**

The University of Alberta Financial Services requires that claimants submit all *original* receipts in support of their travel claims. Please note that credit card slips are not acceptable as a receipt.

All *original* receipts are to be submitted to the Prairie Metropolis Centre along with the Travel Expense Claim Form.

1. **Lost Receipts**

If original receipts have been lost, misplaced, or were never received, a Declaration – Travel Hosting and Professional Expense Lost Receipt form must be completed and submitted to the Prairie Metropolis Centre. The Lost Receipt form can be obtained online at <http://www.pmc.metropolis.net>. As all travel and hosting transactions are subject to audit review, the required supporting documentation, e.g. conference agendas or approvals for procedure exceptions, must also be attached.

1. **Air Travel**

Only the lowest available fares appropriate to particular itineraries, to a maximum of full economy will be reimbursed. The choice of a full economy fare should be based on business requirements rather than a reduced fee to upgrade to a higher fare class, e.g. business, executive or first class.

The choice of airline or routing for business travel should be based on the lowest fare and agreements with contracted vendors, rather than on personal frequent flyer program incentives.

Business, executive or first class fares for flights less than four hours in duration are not eligible forreimbursement. Business, executive or first class fares for flights that are greater than four hours in duration are eligible for reimbursement only upon pre-approval, in writing by the claimant’s respective Vice-President, upon recommendation of the claimant’s direct Supervisor. Written, dated approval must be provided as supporting documentation with the travel claim.

Reimbursement is for actual fares paid. Regardless of funding source, claimants must submit their ticket (paper or e-ticket), proof of purchase (invoice), and paper boarding pass. As per donor/granting agencies terms and conditions, air fare expensed to a research account must be supported by a paper boarding pass. Discrepancies will be reimbursed based on the lower of the two amounts.

 To encourage the lowest possible airfare, extra costs to obtain excursion fares will be reimbursed provided a substantial saving to the University can be evidenced (attach explanation to expense claim where applicable). Extra costs will usually be for accommodation and meals required to meet the minimum stay conditions, fees for changing dates of travel, and cancellation insurance.

Flights purchased using frequent flyer points are not reimbursable for a cash equivalent as there is no cash surrender value.

Flight cancellation insurance enables the traveler to be reimbursed for the cost of the flight when cancellation was due to events that are not under their control, e.g. medical reasons. The cost of this insurance is reimbursable.

Excess baggage fees, as warranted by need, are reimbursable.

1. **Private Automobile**

Private automobiles used for Prairie Metropolis business within Alberta will be reimbursed at a rate of 46 cents per kilometer. This rate includes the cost of fuel and vehicle “wear and tear”. You may choose to claim either the per kilometer rate for the actual number of kilometers driven or the actual cost of fuel if supported by original receipts. Once the maximum of 11,625 km, per calendar year, has been claimed by an individual the reimbursement rate changes to 31 cents per kilometer.

Where travel is on roads where seriously adverse road conditions prevail (i.e. off main or secondary highways), a supplement of 4 cents per kilometer will be paid. Such claims must show the complete travel itinerary and designate the portion traveled under adverse conditions.

Where travel by private automobile is outside Alberta, the lesser of a reasonable estimate of the respective lowest available airfare by the most direct route OR mileage at 46 cents per kilometer should be claimed.

Staff members traveling as passengers in a private automobile cannot claim mileage or the cost of any equivalent transportation.

Private automobiles used for Prairie Metropolis business are not covered by the University’s insurance policy. Claimants are advised to check with their own insurance provider to secure any necessary additional insurance coverage. The Prairie Metropolis Centre does not reimburse for personal insurance or registration costs.
2. **Other Ground Transportation**

Reasonable expenditures for taxis and public transportation to and from airports, railway stations, between appointments, hotel locations and meeting places are reimbursable, including reasonable gratuities for service. Original receipts are required for transportation in excess of $25 per trip.
3. **Accommodations**

Reimbursement is limited to the single occupancy rate for standard accommodation, or whatever class of accommodation is the least expensive. Original itemized receipts must be submitted for reimbursement. Exceptions are to be pre-approved by the next reporting level of authority (One-over-One Approval). Written, dated approval must be provided as supporting documentation with the travel claim.

Accommodation for one night before and after an event is acceptable if the start and end times warrant such travel logistics. Longer periods are also acceptable if airfare savings can be demonstrated. Where applicable, dates should coincide with those on the air ticket.

The choice of accommodation should be based on business travel requirements rather than personal membership program incentives.
4. **Meals**

The cost of meals may be reimbursed either by submitting receipts for the actual cost of meals and gratuities, or by claiming meal per diems.

In the event the actualcost of meals and gratuities is claimed, original receipts must be provided. We recognize that certain destinations are more expensive; however as with any expense reasonable economy applies.

The purchase of alcoholic beverages is not reimbursable.

A per diem may be claimed for an entire day or partial day. Where a per diem is claimed no additional amount may be claimed for the same meals. Per diems may only be claimed where meals have actually been consumed, e.g. per diems cannot be claimed where meals are already included in the Conference fees.

The per diem allowance is $45 CAD per day if traveling in Canada or $45 US per day if traveling in the United States. For partial days $10 for breakfast, $10 for lunch, and $25 for dinner. Outside of Canada and the United States the per diem allowance is $66 CAD per day or $15 for breakfast, $15 for lunch, and $36 for dinner.
5. **Other Reimbursable Travel Expenses**
* Flight cancellation insurance
* Excess baggage fees
* Telephone calls and data communication charges related to University business
* Laundry and valet charges, if the length of travel exceeds 7 days
* Gratuities for service (i.e. bellhops, redcaps etc.). Expenses must be fully itemized and included in the claim (date, location, brief description)
* Expenditures for off-campus parking
* Conference/Seminar registration fees, including fees for required conference activities; e.g. Pre-conference workshops that may be optional but meets the needs of the University
* Foreign exchange fees or charges to convert funds into traveler’s cheques, cash cheques, etc.
* If traveling outside of Canada or the United States, travelers’ medical insurance and required vaccinations
* Required special visas and travel papers
1. **Non-Reimbursable Travel Expenses**
* Travel expenses of a traveling companion, unless pre-approved by the Chair of the Board of Governors, President or Vice-President (e.g. spouse or personal assistant due to a disability).
* Business, executive or first class air travel under four hours in duration
* Business, executive or first class air travel over four hours in duration, unless pre-approved, in writing, by the claimant’s respective Vice- President
* Personal telephone calls unless pre-approved by the next reporting level of authority (One-over-One Approval)
* In-room mini bar (snacks & alcoholic beverages) and movies
* Laundry and valet charges, unless the travel exceeds 7 days
* Interest charges on either corporate or personal credit card balances
* Cancellation fees arising from failure to cancel transportation or hotel reservations
* Personal travel insurance
* Additional private automobile insurance
* Conference activities that are considered optional, e.g. golf tournaments
* Passport fees
* Child/Dependent care
1. **Combining University Business with Personal Travel**

When combining business with personal travel, the University’s responsibility is limited to the related reimbursable expenses (air fare, accommodation, food, etc.) that would be applicable had the interruption not occurred.
2. **Travel Rates For International And USA**

Expenses claimed for travel outside of Canada will be reimbursed at the exchange rate posted on the Bank of Canada website (<http://www.bank-banque-canada.ca/>) for the day of the transaction.

If expenses are paid by credit card for travel outside of Canada, claimants must submit credit card statements for expenses being claimed if they wish to be reimbursed at the exchange rate they were charged by their credit card company.

If a claimant chooses not to submit a credit card statement, then the expense will be reimbursed at the exchange rate posted on the Bank of Canada website for the date of the transaction.

If you require any information regarding the above stated topics, or information regarding any aspect of Prairie Metropolis Centre travel coordination, please contact:

Genevieve Murphy

Office Coordinator

2-060 RTF Building

University of Alberta

Edmonton, AB T6G 2E1

Phone 780-492-6600 • Fax 780-492-2594

prairiemetropolis@ualberta.ca



Prairie Metropolis Centre

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**TRAVEL GRANT APPLICATION FORM**

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|  | 🞎 Dr.  | 🞎 Ms.  | 🞎 Mrs.  | 🞎 Mr.  |  |
| 1. | Last Name | First Name |
| 2. | Position |
| 3. | Institution/Organization |
| 4. | Business Mailing Address |
| 5. | City | Province | Postal Code |
| 6. | Business Telephone | Fax | E-Mail |
| 7. | Relationship to Prairie Metropolis Centre (Please Check One):🞎 Affiliated University Researcher 🞎 Partnering Organization/Community Partner 🞎 Graduate Student |
|  | * If Graduate Student, indicate name of the faculty member you are working with and his/her relationship to Prairie Metropolis Centre**.**

Name of Faculty Member: Signature of Faculty Member: ­  |
| 8. | Name and Location of Conference:  |
| 9. | Nature of Conference Contribution:[ ] presentation of a scholarly paper [ ] poster presentation [ ] invited Lecturer/Speaker[ ] delegate [ ] other (specify, e.g. discussant; session/symposium organizer, etc.) |
| 10. | The following documents are required:1. Abstract or summary of research information and outcomes to be presented *(must be attached)*
2. Letters of acceptance or of invitation to present research: attached to follow later
3. Quotation from a travel agency clarifying lowest available airfare status *(must be attached)*
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| 11. | Transportation (Mode of Travel) CostAccommodation CostOther Cost | $ $ $  |
|  | **TOTAL EXPENSES** | **$**  |
| 12. | Other sources of funding and amount anticipated:  | $  |
| 13. | **TOTAL AMOUNT REQUESTED** Cost | $  |
| 14. |  Applicant’s Signature |  |  Date |