

**Q: I have incurred expenses personally related to travel that has been cancelled due to COVID-19. What do I do to get reimbursed?**

A1: If the expenses relate to items that may be recoverable (i.e. conference registration, air travel), and you have not previously requested a travel advance, please complete an Advance Request form, have it approved as per usual and forward to P2P for processing. Please note the following:

- If a refund is issued to you personally (i.e. conference registration refund) after you receive the advance, you must reimburse the University the amount you were refunded. This can be repaid by cheque, debit or credit card to Financial Services in MM123.
- If you receive a flight credit as a result of a cancelled airline ticket, the flight credit will be in your name. Typically, this credit can be used up to one year from the date of issue. Please make best efforts to utilize the flight credit for University purposes before the expiration of the one year.

A2: If the expenses relate to items that are not recoverable, please complete a Reimbursement Form, have it approved as per usual and forward to P2P for processing. If you received an advance for these expenses, you must record the amount of the advance related to these items from your Reimbursement Form.

**Q: I have received an advance for travel that has been cancelled? What do I do?**

A1: You need to repay the advance as follows:

- **Per Diems and Other Expenses** - Per Diems and Other Expenses for which no out of pocket expenses have been incurred – Immediately via cheque, Debit or Credit Card to Financial Services at MM123
- **Conference Registrations** - Conference Registration, if paid personally and not via University PCard – Upon receipt of the refund via cheque, Debit or Credit card to Financial Services at MM123
- **Flight Refund** – If you receive a flight refund, please repay the amount of the refund. Please submit a Reimbursement Form for the cancellation fees

and deduct the amount of the advance relating to those fees. P2P can provide assistance in completing this claim.

**A2: Flight Credit** - If you receive a flight credit as a result of a cancelled airline ticket, the flight credit will be in your name. Typically, this credit can be used up to one year from the date of issue. Please make best efforts to utilize the flight credit for University purposes before the expiration of the one year period. You must record the portion of the advance relating to the flight on the Reimbursement Form for the trip which includes the rebooked flight. The cost of rebooking the flight is an eligible expense to be reimbursed.

**Q: Will there be special funding available to cover the cost of these cancellations and/or modified travel plans?**

A: The costs of any cancellations and / or modified travel plans will be the responsibility of the original funding source. No additional funding will be available.

**Q: If I need to cancel research-related travel due to the impact of the COVID-19 virus, will I be reimbursed for any non-refundable travel fees?**

A1: **Tri-Council:** For projects funded by NSERC, SSHRC and CIHR, the granting agencies have confirmed that the reimbursement of non-refundable travel fees from agency funds is acceptable for meetings or other research-related activities impacted by COVID-19. The reimbursements can apply to both principal investigators and research personnel, when cancellation occurs either due to factors such as travel advisories (including from Health Canada or Global Affairs Canada), cancelled conferences, or from personal choice due to health or other concerns. For those planning to travel for NSERC/SSHRC/CIHR-funded research, the agencies suggest to consider purchasing cancellation insurance or to book tickets that are at least partially refundable. In this specific situation some additional cost could still be viewed as economical if it allows for partial or full reimbursement/credit in the event of cancellation due to COVID-19.

See the full statement from the Tri-Agency here: [https://www.nserc-crsng.gc.ca/Media-Media/ProgramNewsDetails-NouvellesDesProgrammesDetails\\_eng.asp?ID=1133](https://www.nserc-crsng.gc.ca/Media-Media/ProgramNewsDetails-NouvellesDesProgrammesDetails_eng.asp?ID=1133)

A2: **All Other:** For all other research related travel, the FAQ noted above for regular university travel shall apply.