

Faculty of Humanities and Social Sciences  
 Budget Help for Grant Applications  
 Travel Expenses

Budgeting for travel expenses involves understanding Memorial’s own travel policies (which pertain to all Memorial-related travel, not just research), other government policies, and schedules Memorial has adopted as part of its own schedules and regulations, in addition to the requirements of a funding sponsor or agency.

In all cases, travel must follow Memorial’s [Travel Policy](#), which states that, “All travel at University expense must occur by the most economical mode of transportation that is available and practical, while considering the purpose and the urgency of the trip. The shortest direct route must normally be chosen.” This includes research funds Memorial is administering that have been awarded from an external agency.

**Memorial’s set travel and accommodation costs**

- Your regular place of work is known as your ‘headquarters’, and you can only claim certain travel costs if you are outside of your ‘headquarters’. IE, if you work at the St. John’s Campus, and are doing fieldwork in St. John’s, you can’t claim per diem, but you likely can claim mileage if you’re going to many specific sites. But if you need to travel to Carbonear or Ferryland, those count as trips outside of your ‘headquarters’.
- For some travel costs, Memorial’s [Financial and Administrative Services](#) (FAS) sets a maximum claim amount for expenses such as per diems, incidentals, home hosting, restaurant hosting, vehicle mileage allowances (if [using your own car](#), this is gas allowance), and taxis to/from NL airports. These costs are found in the [Schedule of Reimbursable Expenses \(SoRE\)](#).
  - Note that service fees are reimbursable; tips and alcohol are not.
- If your overall trip is longer than 30 days in the same locale, the subsistence portion of your per diem is reduced by 50%, but not the incidentals portion.
- The full per diem rates outlined in the SoRE as of Nov 13, 2024 are:

	Canada	United States	International
<b>Currency</b>	CAD	USD	USD
<b>Breakfast</b>	\$12	\$12	\$20
<b>Lunch</b>	\$20	\$20	\$35
<b>Dinner</b>	\$28	\$28	\$55
<b>Incidentals</b>	\$5	\$5	\$15
<b>Daily total for trips 1-2 days</b>	\$60	\$60	\$110
<b>Daily total for trips 3-30 days</b>	\$65	\$65	\$125
<b>Daily total for trips 31+ days</b>	\$35	\$35	\$70

- Effective Oct. 18, 2023, Memorial follows the Federal Treasury Board's [National Joint Council travel allowances](#) (appendix C) for travel to the Yukon, Northwest Territories, Nunavut and Alaska.

- When creating budgets for Canadian funding agencies, you will most likely have to convert the SoRE USD figures into Canadian dollars. In your budget justification, be sure to quote the conversation rate you used.
- If you fly into a city, spend 15 days, and then travel to another city and stay for 20 days, these count as two locales, and the per diem daily rate counter ‘resets’ for each leg. This is especially important when conducting fieldwork on other continents, or when researchers line up a series of stops following a single flight into a larger region, country, or continent.
- If you end up with unusually high meal costs beyond the per diem rates, the [Travel Policy](#) claims that you “may be reimbursed ... actual expenses for meals based on proof of payment to the extent that the expenses claimed are reasonable and justifiable in the circumstances. If this option is chosen, receipts must be submitted for the entire trip in lieu of per diems.”
  - If you chose to exercise this option, you should provide a full budget justification for subsistence costs in your budget and note that you will provide receipts.
- You do not have to budget for the full SoRE per diem amount; the figures in the SoRE are the *maximum* that you can claim. You may opt to use a lower per diem, if you wish.
  - Note: if you are supporting a student, grant employee, or PDF’s travel, you should budget for the maximum per diem and incidental rates.

### Dependent Care Expenses

- According to FAS, a dependent is a person who resides with the traveler on a full-time basis and relies on the traveler for care (e.g. a child or parent).
- At Memorial, the traveler will be reimbursed when:
  - The employee is required to be absent from their residence on authorized University business travel (i.e. travelling for research activities or to a research conference, etc.)
  - The usual caregivers are unavailable or not scheduled to provide care
  - Expenses that are incurred as a result of travelling for research are *additional to* expenses the employee would not incur when not travelling.
- Actual costs may be claimed for allowable dependent care expenses with a declaration on the travel claim (which you submit through your department to FAS) that the claimant had responsibility for the care of the dependent, the time period that the services were rendered, and confirmation that only one parent/primary caregiver has submitted a claim for dependent care.
- Original receipts for services provided by an individual or company in the business of providing dependent care services are also required to be submitted to FAS.

### Other travel and accommodation costs

- Other travel and accommodation costs are not set by Memorial; therefore, estimates must be looked up online or through contacting the relevant business/person. These costs might include: flights and flight insurance; accommodation such as hotel, Air BnB, etc; local bus, train, taxi, uber, etc.; car rental, fuel consumption, and insurance costs; visa fees; inoculations, vaccinations, x-rays and health clearance certifications; registration costs if attending a conference; telephone costs (for university business only); dependent care expenses, etc.
  - Excess luggage may be reimbursed only if specifically approved and when it can be demonstrated that it was necessary for the effects or equipment to be taken on the trip.

- Passports are considered a personal item and must be obtained at the cost of the individual.
- According to Memorial's Travel Policy, the Canadian Association of University Business Office (CAUBO) [Canadian "University" Hotel Rate Program](#) reservation telephone numbers and rates should be used wherever possible as well as the [CAUBO car rental rates](#).
- Other frequently used sources for cost estimates include: for flights, [expedia.ca](#) or the airline itself; for hotels, [hotels.com](#); fuel estimates, [gasbuddy.com](#); and taxi rates, [taxifarefinder.com](#) or [taxi-calculator.com](#).
- In your budget justification for your grant proposal, it's a good idea to also state the source of your currency conversion, if applicable, such as the Bank of Canada's [Currency Converter](#).
- A [travel management agreement](#) has been established with LeGrow's Travel for Memorial University travel. The agreement provides discounted agency fees and assists with pricing for travel, with one of several Memorial dedicated LeGrow's Travel agents or by using the LeGrow's Concur website booking tool.
- [Memorial's car rental agreements](#) with Avis and Budget car rentals, for domestic and international rentals is available for business or leisure rentals. The corporate rate program can be obtained by booking through LeGrow's Travel, at 758-3330 or [mun@legrowstravel.ca](mailto:mun@legrowstravel.ca), Avis at [1-800-879-2847](tel:1-800-879-2847) or [online](#), or Budget at [1-800-268-8900](tel:1-800-268-8900) or [online](#).

#### Other travel information

- Before travelling, be sure that you are familiar with Memorial's [Insurance Coverage - Property and Liability](#) policy and the [Memorial Insurance Guide](#). Memorial's insurance policy is applicable worldwide and covers, "those acting on behalf of the university including any current or former officer, director, governor, employee, post-doctoral trainee, visiting scholar or volunteer," as well as "students while performing any duty or activity which is considered part of studies or recreational activities connected with the university."
- Be aware of research security while travelling. Consult the [Travel Security Guide for University Researchers and Staff](#) as well as [Travel Advice and Advisories by Destination](#) websites before travelling. The Office of the Vice-President (Research) has a website with additional information about [research security while travelling](#).
- Economic and practical travel should not come at the cost of personal safety. If you must budget for more expensive travel due to safety concerns (for example, to stay in a safe neighbourhood, even if more expensive and farther from the site of research), be sure to state this on both your grant application as well as on your Travel Claim Form that you submit to Memorial's FAS to be reimbursed; all claims are verified for compliance by the travel unit of [FAS](#).
- There are [forms](#) to be completed before you travel (such as a Travel Request Form and, if desired, a Travel Advance) and then once you return, separate forms in order to be reimbursed. All forms are submitted to FAS through your department's administrative staff.
- KEEP ALL RECEIPTS related to travel, and also those you receive while you travel. If a receipt is not normally possible, a log or a signed statement may act as documentation of a cost. It's advisable to do this even if you are using per diems.

- When travelling with students, there are forms specific to students which can be found on the School of Graduate Studies (SGS) website, including a [Graduate Student Travel Request Form and Travel Advance Form](#).
- In addition, there is also funding available for graduate students to present at conferences. See the document, [Graduate Student Conference and Travel Policy – School of Graduate Studies](#), for more information.

### Writing Budget Justifications

- In budget justifications for research grant proposals/applications or agreements, we advise not only providing justification as to why the expense is required to reach the outcomes of the research project, but also to provide a break-down of budget totals, brief references as to where you obtained expense figures, and also include a robust justification for why costs are the most economical, practical, and/or the most safe.
  - All costs should be supported with quotes that you keep on file (if an administrator needs them, they'll ask), or by actual costs from previous, similar travel.
- If quoting travel costs in today's dollars for travel happening years down the road, add inflation with an increase of at least 2%/year, compounded, if it is eligible. Be sure to state the inflation rate you chose.
- Below is an example of pricing justification for a single expense, typical in a SSHRC budget justification. Other agencies may require more or less information and may permit rounding up to the nearest \$10 or \$100. Be sure to read through the budget instructions carefully to see what a specific application requires for their budget justifications. Tri-agency financial guidelines require use of the most economical options and use of CAD; SSHRC itself requires estimates to the nearest dollar:

All travel expenses follow Memorial's Schedule of Reimbursable Expenses, use Expedia.ca and taxifarefinder.com for pricing, or CAUBO (whichever was cheaper), and are the shortest or most economical routes (unless otherwise justified). Currency conversion rate is 1.38.

Y1[...]

Y2 [...]

Y3: PI solo travel to Toronto conference: *[Insert a brief description of why the travel is necessary this year to meet your research objectives and name the conference]*. Return flight St. John's-TO with cancellation insurance \$868; hotel \$235/nt × 4 nts = \$940; taxi to/from departure airport \$80; taxi to/from arrival airport \$100; per diem and incidentals \$65/d × 5d = \$325; registration fee \$200 (2024 rate) = \$2,513 + 2%/yr inflation to maintain feasibility \$102; Total = \$2,666.