

## Graduate Student Travel Fund

### Policy

The Graduate Student Travel Fund provides \$250.00 in funding annually to fundable and active Masters and Doctoral students enrolled in the Department of Psychology Graduate Program. Students are not eligible while they are taking a leave of absence. Eligible expenses include:

- Conference Travel (student must be presenting at the conference)
- Professional Development Activities (ex. travel related to internships or workshops; activity must be approved for reimbursement by Graduate Program Chair)

This funding does not support the reimbursement of tuition or fees.

Expenses must have been incurred while the student is enrolled in the Psychology Graduate Program.

Expenses already reimbursed by another source are not eligible for reimbursement by the Department of Psychology.

Expense claims related to the Psychology Graduate Student Travel Fund are subject to Western University's travel and expense reimbursement policies and procedures.

### Procedure

- 1) Only one claim per year per graduate student for up to a maximum of \$250.00 in eligible expenses. The annual timeframe is Western's fiscal year, which runs from May 1<sup>st</sup> to April 30<sup>th</sup> of the following year (ex. May 1, 2018 – April 30, 2019).
- 2) The expenses claimed must all be related to the same conference/professional development activity.
- 3) Expense claims must be submitted within sixty (60) days of the end of travel or where travel occurred less than sixty (60) days prior to the fiscal year end date of April 30, 2019, **claims and supporting documentation must be submitted by April 22, 2019.**
- 4) Expense claims are to be submitted through the online system – <https://finance.uwo.ca/psp/fsprdweb/?cmd=lgln&languageCd=ENG&>.
- 5) At the time of online submission, a printed copy of the online claim, original receipts and supporting documentation (as outlined in item 9) are to be submitted to:

Nancy Nuzum  
Department of Psychology  
Social Science Centre, Room 7408

- 6) Expenses are to be charged to Speed Code: PK16, Account: 645850.
- 7) Receipts must be in the claimant's name. Expenses not incurred by the claimant personally will not be reimbursed.

8) The following information must be included with the expense claim. Please see Appendix A for a checklist. Claims will be returned if any of the following information is not provided to Nancy Nuzum at the time of online submission:

- Printed copy of the online expense claim form submitted.
- Original receipts detailing items purchased as well as proof of payment (if not already indicated on the itemized receipt). Original credit/debit card slips or credit/debit card statement copies provide proof of payment, but are not considered an itemized receipt. If original itemized receipts have been lost or damaged then an attestation form must be provided ([http://www.uwo.ca/finance/forms/docs/corporate\\_accounting/attestation.pdf](http://www.uwo.ca/finance/forms/docs/corporate_accounting/attestation.pdf)).
- For mileage claims, provide a print out of online mapping tool (ex. Google Maps) showing distance traveled.
- Print out of flight itinerary even if booked through FCM Travel Agency.
- Supporting documentation that outlines class of travel
- Rental car contracts/agreements supporting expenses claimed must be provided and must include the following information:
  - 1) start and end dates of contract/agreement
  - 2) items included in the contract/agreement
  - 3) detailed pricing of items included in contract/agreement
- Start and End Dates of travel and conference/professional development activity
- Destination
- Reason for travel
- Printed copy of conference/professional development activity program, if applicable
- For conference travel claims, provide printed copy of proof of presentation at conference
- For claims related to professional development activities, provide printed copy of written approval from Graduate Program Chair (ex. Email)
- Explanation of professional development activity, if applicable.
- Supporting documentation to show if meals are included at conference/professional development activity or in travel fares
- Justification for any expenses above thresholds

### **Online Training for Creating a Travel and Expense Claim**

How to create a Travel Expense Claim -

[http://uwo.ca/finance/training\\_reference/content/accounting/creating\\_travel\\_expense\\_claim/story.html](http://uwo.ca/finance/training_reference/content/accounting/creating_travel_expense_claim/story.html)

### **Western's Travel and Expense Reimbursement Forms**

Online Travel and Expense Claim – <https://finance.uwo.ca/psp/fsprdweb/?cmd=lgln&languageCd=ENG&>

Attestation Form (PDF version) -

[https://sscsecure.uwo.ca/politicalscience/intranet/administration/forms\\_templates/Attestation%20Form.pdf](https://sscsecure.uwo.ca/politicalscience/intranet/administration/forms_templates/Attestation%20Form.pdf)

Attestation Form (fillable version; open in Internet Explorer) -

[http://www.uwo.ca/finance/forms/docs/corporate\\_accounting/attestation.pdf](http://www.uwo.ca/finance/forms/docs/corporate_accounting/attestation.pdf)

## **Western's Travel and Expense Reimbursement Policies and Procedures**

Travel and Expense Reimbursement Policy -

[http://www.uwo.ca/univsec/pdf/policies\\_procedures/section2/mapp216.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216.pdf)

Travel and Expense Reimbursement Procedures -

[http://www.uwo.ca/univsec/pdf/policies\\_procedures/section2/mapp216\\_procedure.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_procedure.pdf)

**Graduate Student Travel Fund  
Expense Claim Reimbursement**

**CHECKLIST**

**Information to be included on the online expense claim form:**

	Start and end dates of travel.
	Start and end date of conference/professional development activity.
	Destination.
	Reason for travel.
	Explanation of professional development activity, if applicable.
	Justification of any expenses above thresholds.

**Supporting documentation that must be submitted to Nancy Nuzum:**

	Printed copy of online expense claim.
	Original receipts detailing items purchased as well as proof of payment (if not already indicated on the itemized receipt).
	Printed copy of conference/professional development activity program, if applicable.
	For conference travel claims, provide printed copy of proof of presentation at conference.
	For claims related to professional development activities, provide printed copy of written approval from Graduate Program Chair (ex. email).
	For mileage claims, provide a print out of online mapping tool (ex. Google Maps) showing distance traveled.
	Print out of flight itinerary even if booked through FCM Travel Agency, if applicable.
	If applicable, rental car contracts/agreements showing the following information: <ol style="list-style-type: none"> <li>1) Start and end date of contract/agreement</li> <li>2) Items included in the contract/agreement</li> <li>3) Detailed pricing of items included in contract/agreement.</li> </ol>
	Supporting documentation to show if meals are included at conference/professional development activity or in travel fares, if applicable.