

PoND Program	Effective date: July 2, 2021
Internship Travel Expenses Policy	Last editorial change: July 2, 2021

Purpose

- 1.00 The purpose of this policy is to ensure that PoND (Polymer Nanoparticles for Drug Delivery) related internship travel expenditures are managed in a consistent and cost-effective manner that supports the PoND program's mission.

Scope

- 2.00 This policy applies to all internship travel expenditures paid from PoND program-administered funds.

Policy

- 3.00 Travel expenditures of PoND students incurred while relocating for a PoND-sanctioned internship will be reimbursed by the PoND program provided that the expenses are: (a) Properly approved – expenditures must normally be pre-approved by the PoND program financial officer; (b) Reasonable – a reasonable expense is deemed to be based on sound judgment, and moderation; and (c) Appropriately documented – appropriate documentation includes receipts and other supporting documents.
- 4.00 Expenditures that are not directly related to PoND program internship travel, exceed reasonable amounts, or do not comply with this or other policies, will be the responsibility of the individual who incurred them.

Guiding principles

- 5.00 As an NSERC (Natural Sciences and Engineering Research Council) funded program, the PoND program is accountable for the effective use of its resources and for ensuring those resources are deployed in the best possible way.
- 6.00 As the University of Victoria is the PoND NSERC CREATE grant administering institution, the PoND program's travel expenses policies and procedures are aligned with the University Of Victoria's Travel and Business Expenses Policy.
- 7.00 Travelers should make the most economical travel arrangements possible, consistent with the purpose of the travel, while also considering the effective use of a traveler's time.

Related policies and documents

[University Of Victoria Travel and Business Expenses Policy](#)

PoND Program	Effective date: July 2, 2021
Internship Travel Expenses Procedures	Last editorial change: July 2, 2021

Purpose

- 1.00 The purpose of these procedures is to provide guidance to those individuals incurring or approving PoND internship travel expenditures, to set the types of expenditures that will be paid by the PoND program with respect to internship travel expenditures, and to set forth the related procedures and approval processes.

Expenses

- 2.00 All PoND students need to provide the PoND program financial officer with a detailed budget outlining their projected internship travel expenses before booking any travel or making their trip.
- 3.00 Transportation expenses can be claimed for one trip to and one trip from the internship site and includes air, train or bus fare, personal vehicle usage, and tolls, ferries and local public transportation or local ride share or taxi costs. Travel must be the most direct and economical with reasonable consideration to the value of a traveler's time.
- 4.00 Reasonable meal expenses can be claimed if travel occurs during standard meal times for breakfast, lunch or dinner. PoND students can either claim the per diem rate for meals set out in Appendix 1 of the [University Of Victoria Travel and Business Expense Procedures](#) or submit receipts for actual reasonable meal expenses incurred during travel; payment or reimbursement for alcohol or cannabis is **not** allowed.

Expense claims/receipts

- 5.00 Travel expenses should be submitted for reimbursement within 30 days of completing travel to the PoND program coordinator at pondcoord@uvic.ca. Receipts and other supporting documents are required as evidence of payment except when claiming per diem allowances such as meals or personal vehicle usage, which will be calculated based on the rates set out in Appendix 1 of the [University Of Victoria Travel and Business Expense Procedures](#). Air travel expenses must include both the flight itinerary/payment receipt and the boarding pass(es).

Non-allowable expenses

- 6.00 PoND reimburses travel expenses and not relocation/moving expenses. Please refer to the [University Of Victoria Travel and Business Expense Procedures](#) section 47.00 for a list of other non-allowable expenses.