PoND Program	Effective date: July 2, 2021
Research Visit and Research Day 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 research visit and research day 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 research visit and research day travel expenditures paid from PoND program-administered funds.

Policy

3.00   Travel and accommodation expenditures of PoND students incurred while on a PoND-sanctioned research visit or research day will be funded by the PoND program to a maximum pre-determined amount in the form of a mobility grant for a research visit or a submitted and approved budget for a research day, 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 research visit or research day 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 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
Research Visit and Research Day 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 research visit and research day travel expenditures, to set the types of expenditures that will be paid by the PoND program with respect to research visit and research day travel expenditures, and to set forth the related procedures and approval processes.

Expenses

2.00   **Research visits:** All PoND students need to submit a [Research and Training Visit application form](#) to the PoND program coordinator before booking any travel or making their trip.

3.00   The PoND program director and financial officer will review all applications and determine funding eligibility on a first come, first served basis until the PoND program's annual allocation of research visit funds has been fully allocated.

4.00   Students will be notified if they are to be awarded grant funds. These funds are for travel and accommodation expenses only. Any travel or accommodation expenses exceeding the amount of the grant funds awarded to the student are the responsibility of the student and will not be reimbursed by the PoND program.

5.00   **Research days:** All students are required to attend the research day in person when held as an in-person activity. No application process is required for attendance at the research day. Research day funded expenses include travel, accommodation and meals that are not provided by the research day event.

6.00   Students must provide the PoND financial officer with proposed travel dates and a budget before booking any research visit or research day travel. Once the student receives final approval from the PoND financial officer they are authorized to book travel and accommodation.

Expense claims/receipts

7.00   Travel and accommodation 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.
Air travel expenses must include both the flight itinerary/payment receipt and the boarding pass(es).

Non-allowable expenses

8.00   Meal costs are not an eligible expense for research visit or research day travel, with the exception of the days of travel.
Please refer to the [University Of Victoria Travel and Business Expense Procedures](#) section 47.00 for a list of other non-allowable expenses.