



SOUTHERN ONTARIO WATER CONSORTIUM

LE CONSORTIUM POUR L'EAU
DU SUD DE L'ONTARIO

Advancing Water Technologies (AWT) Program Travel Expense Policy

This policy governs all travel-related expenses associated with the execution of Advancing Water Technologies (AWT) Program projects. Ineligible travel expenses will not be reimbursed or counted as contributions towards the project. All travel expenses must be necessary for the execution of the project and must be included in the project budget, as approved by SOWC. Transportation and other approved travel expenses are pursuant to the rates of either the Treasury Board of Canada Travel Directive or the project's academic partner institution (whichever is lower).

Eligible Travel Claimant

Academic Researcher and Academic Institution: The academic researcher / academic institution is eligible for reimbursement of eligible travel-related expenses under the AWT Program.

Company Partner: The company partner is not eligible for reimbursement of travel expenses under the AWT Program. The company partner may count, as part of their cash or cash-equivalent contribution towards the project, costs incurred towards eligible travel expenses for its personnel. In this case, please consult the [Treasury Board of Canada Travel Directive](#) for relevant rates.

Eligible Travel Activities – Prime Transportation

Eligible travel activities are those which are deemed necessary to execute the project. To be eligible, travel costs must be clearly documented as to the purpose of each trip. Eligible travel expenses include:

- Mileage: where personal automobile is used, kilometer (mileage) allowance will be based on current rates of the Treasury Board of Canada Travel Directive or those of the academic institution, whichever is lower. Please consult Appendix B of the Travel Directive for information on kilometeric rates for private vehicle use: <http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a2-eng.php>
- Train/bus fare (economy rates)
- Parking (at a location other than the company personnel's or academic researcher's primary place of employment)
- Vehicle rental (economy rates)
- *Food expenses that have been preapproved by SOWC
- *Accommodation expenses that have been preapproved by SOWC
- Airfare expenses that have been preapproved by SOWC

Ineligible expenses

- Hospitality costs (e.g. for hosting project meetings)
- Travel to conferences and workshops or for other non-project related activity
- Food, accommodation and airfare expenses that have not been preapproved by SOWC



*Pre-approval for food and accommodation expenses can be obtained by submitting a Meals and Accommodation Request Form to anna@sowc.ca

Academic Partner Institution – Policies

Academic researchers are required to adhere to other relevant travel policies set out by their academic institution.

Contact

Questions regarding this policy and travel expenses should be directed to Anna Ziolecki, Manager for Research Partnerships (anna@sowc.ca).

This policy is subject to change without notice.