

# Travel Award - Policy & Procedures

## ❖ TYPE OF AWARDS

- **GREAT Award** is for Conferences and Workshop ONLY
- **Graduate Excellence Award from DEPT.** is;
  - ◆ Managed by Grad. Studies Director
  - ◆ Use of funding is at the discretion of the Director

## ❖ POLICY

- Students looking to get support to travel must first apply – the application form can be found on Physics web site.
- We plan to give awards of up to \$1000 to support travel to a conference, workshop, summer school or other research related travel.
- In order to receive an award, Supervisors must agree to cover the remainder of Student expenses over \$1000
- Award amounts may be increased over \$1000 if enough funding is available.
- There will be additional calls for applications as more funding becomes available.
- Graduate Studies Director or Associate Director will make final decision on who will receive the travel award.
- Graduate Studies Coordinator will process awards via BSA.
- Once the student has returned from their trip, in order to account for how the award was used, the Student MUST submit either an Expense Report through MINERVA or submit a breakdown of their expenses (see Procedures below for details).
- Students MUST submit original receipts.
- Students MUST print & sign expense report or breakdown of expenses.
- ALL documentation is to be submitted to the **Physics FST Team (Alba Furfaro or Sonia Vieira)** in the main office of the Physics Dept.
- For Medical Physics Students: the Administrative Coordinator, Graduate Studies in the Medical Physics Dept. or the Financial Officer for the Faculty of Medicine will send an email with Expense Report Reference# to Sonia Vieira so it can be added to the travel award tracking list.

*\*The Physics Dept. does not process, review and/or approve Medical Physics expense claims submitted via MINERVA.*

- Returning Students who did not use the full amount of their award MUST apply the balance to their next trip.
- Students who are leaving or have left the University and did not use the full amount of their award, must return the unused funding.

## ❖ PROCEDURES

- Those students who wish to apply for a Travel Award must first fill out an application form found on the Physics web site – LINK: <http://www.physics.mcgill.ca/cgi-bin/gta.pl>
- Among other things, Students will need to supply the dates and purpose of travel along with a budget.

- Supervisors must send an email to [grads.travel@physics.mcgill.ca](mailto:grads.travel@physics.mcgill.ca) stating that they support the Student's application and will cover their expenses above the \$1000 award.
- Once the form has been submitted, the Graduate Director/Associate Director will review all the applications and decide who will be granted a travel award.
- Once the Graduate Director/Associate Director has compiled the list of awardees, the Graduate Coordinator will process the travel awards via BSA and notify the Students by email.
- Students will receive their award via direct deposit.
- Once students have returned from their trip, in order to account for how the award was used, Students MUST submit either an Expense Report through MINERVA or submit a breakdown of their expenses – the form is on the Physics Dept. web site – Link: <http://www.physics.mcgill.ca/local/> - click "Travel Awards – Breakdown of expenses".

◆ When Students have been reimbursed via MINERVA (supervisor's grant) but travel award was not accounted for in their travel expense report;

- ✘ Students must reimburse their Supervisor's grant by submitting a personal cheque in the amount of the award to Sonia Vieira,
- ✘ She will then begin the deposit process via BANNER,
- ✘ The cheque will be sent to Financial Services so that the deposit process can be completed.

◆ When travel expenses are above the awarded amount;

- ✘ Students must submit an expense report via MINVERA; indicating in the "Describe purpose" section of the claim that they have received a travel award and also indicate the awarded amount,
- ✘ The awarded amount must be deducted in the "Non-McGill Expense" column,
- ✘ The awarded amount can be split among different line items on the expense report,

*\*When deducting the awarded amount, the amount in the "Allowable Expense" column CAN NOT be zero.*

- ✘ The claim is then reviewed and approved by Physics FST Team,
- ✘ The expense report reference number is added to the Travel Award tracking list which is maintained by Sonia Vieira.

◆ When ALL travel expenses are covered by the awarded amount;

- ✘ Students must submit a breakdown of expenses – this form can be found on the Physics web site under Internal Pages - Link: <http://www.physics.mcgill.ca/local/>,
- ✘ Students must submit original receipts along with any other supporting documentation and sign the form.
- ✘ Documentation is reviewed by Sonia Vieira,
- ✘ Travel Award tracking list will indicate a breakdown and receipts were submitted.

◆ When travel expenses are covered by the awarded amount and there is a remaining balance;

- ✘ For Students who have Left or Leaving the University:
  - ≈ Funding must be returned

- ≈ Awarded amount is reduced via Student Aid Office – Student Funding,
- ≈ Request is processed by Sonia Vieira via BSA system,
- ≈ Sonia Vieira will send an email advising the Student,
- ≈ Student will receive an email (or e-bill) from Student Funding indicating what is owed,
- ≈ Repayment is done via the Student Fee Account.

✂ For Returning Students:

- ≈ Student must submit a breakdown of how the award was used,
- ≈ Student must submit original receipts along with any other supporting documentation,
- ≈ Breakdown and documentation are reviewed by Sonia Vieira,
- ≈ Once the review has been done, she will send an email to the Student confirming the remaining balance and that it MUST be used toward their next trip.
- ≈ Travel Award tracking list will indicate a breakdown/receipts were submitted and the remaining balance.

Last revised: 4 October 2016.