

Travel Allowance Guidelines

An annual **travel allowance** is made available to Heart and Stroke Foundation of Canada (the Foundation) Junior Personnel award recipients. The total annual amount of the allowance can be claimed each fiscal year the award is held (typically July 1 to June 30). This allowance is made available for travel to conferences and other academic meetings and cannot be used for other expenses (e.g. moving, equipment, salary etc.).

The full value of any yearly travel allowance will be made available to personnel awardees that will hold their award for a minimum of one (1) year. Should the award be held for a length of time that is shorter than one (1) year, the amount available for travel claims will be prorated accordingly.

All requests for travel advances or reimbursements must be approved by the recipient's supervisor. Requests that have not been approved and/or signed by the recipient's supervisor will be returned to the recipient. Upon completion of the Personnel Award, recipients will have thirty (30) days to submit requests for travel that took place within the period of the award.

Travel Advances

To request a travel advance, the following documentation must be sent to the Foundation in advance of the requested travel:

- Signed and completed [Travel Request form](#); and
- Description of the intended travel.

Original receipts, boarding passes, etc. for all applicable expenses incurred during travel must be retained and submitted upon return. These receipts, as well as a completed Expense Claim form, must be sent to the Foundation within thirty (30) days of returning from travel.

In the event that the Foundation does not receive all of the receipts, or receipts total less than the amount of the advance, it will be requested that the claimant reimburse the difference to the Foundation. Additional requests will not be processed until this amount is received by HSFC.

Travel Reimbursement

To request a travel reimbursement, the following documentation must be sent to the Foundation:

- Signed and completed [Travel Request form](#);
- Signed and completed [Expense Claim form](#); and
- Original receipts, boarding passes, etc. for all applicable expenses incurred on the trip. Ensure that all **original** receipts are attached to the Expense Claim form.

All submitted receipts must be originals - photocopies will not be accepted. Receipts are required for all expenses. Expenses which are not accompanied by a receipt will not be reimbursed. Mileage can be claimed if the recipient chooses to travel using his/her own vehicle. Proof of the distance driven (i.e. Google directions, Mapquest, etc.) must accompany the claim in these cases.

Information on Expenses

Where meals are reimbursed, a maximum of \$60.00 CAD per day will be provided. Original, itemized receipts (including tips) are required for all meal reimbursements. It is understood that where food is provided, no claims will be made. Only those meals paid for by the claimant are to be claimed using the following guidelines:

Breakfast -	\$10.00 CAD
Lunch -	\$20.00 CAD
Dinner -	\$30.00 CAD

Please note that the Foundation does not reimburse for alcohol.

Where charges are not in Canadian Dollars (CAD), it is expected that the awardee will provide documentation (i.e., credit card statement, bank slip) to support the exchange rate. If this documentation is not provided, the Foundation will use the exchange rate offered by the Bank of Canada for the date that appears on the receipts, which may alter the total amount reimbursed. Reimbursement calculations made using exchange rates other than those described will not be accepted.

Should the annual travel allowance not be claimed in a given year, the residual funds will be carried over for use in the remaining year(s) of the award. Travel allowance funds from future fiscal years cannot be requested in advance; these funds will become available each year (where applicable) at the anniversary of the applicant's start date.

Please note that the typical turnaround for travel advances and reimbursements is 3-4 weeks. We recommend that you attempt to make travel plans as far in advance as possible to obtain optimum rates.

Contact Information

Should you have any questions regarding travel advances or reimbursements, please contact us by email at research@hsf.ca or by phone at (613) 569-4361 ext. 260.