

## **Questions about Research Related Travel and Non-Research Related Travel Costs in light of COVID-19:**

### **Externally Funded Research Related Travel and Conference Costs:**

If travel arrangements related to a funded research initiative have been cancelled and purchased travel fare did not include options for refunds due to cancellation and no cancellation insurance was purchased, the travel claimant must document all cancellation and financial credit details in the Expense Report claim.

#### *Tri Council Claims*

The Tri-agencies (CIHR, NSERC and SSHRC including New Frontiers in Research Fund – Exploration funding), have confirmed that the reimbursement of non-refundable travel fees from agency funds is acceptable considering the impacts of COVID-19. This applies to the travel of both principal investigators and research personnel.

#### *Other External Funding Sources*

Researchers should work with the Research Finance Office to determine eligibility on other external funding sources. If a cancelled travel expense is not eligible from an external funding source, alternative funding sources (such as internal grants) should be identified and expenses re-allocated accordingly.

We are not aware of any provisions to increase grant values to compensate for these expenses at this time.

**Note:** Given the uncertainty of the situation with COVID-19, the agencies suggest that those travelling for agency-funded research in the foreseeable future consider purchasing either cancellation insurance or tickets that are at least partially refundable. (Note: some travel insurance policies will not offer insurance for cancellations due to COVID-19). For some specific situations, additional costs incurred for insurance or partially refundable tickets may be preferred.

### **All Other University Travel and Conference Costs, including Internal Research Grants:**

Individuals may decide to cancel a trip as a result of various factors such as cancelled conferences, travel advisories, (including those from Health Canada and Global Affairs Canada), or personal choice due to health or other concerns.

The University will reimburse non-refundable travel costs due to the impacts of COVID-19 when cancellation occurs as described above.

#### **Unused Airfare Tickets:**

As per the [University of Windsor Travel Policy](#), it is the responsibility of the traveler to pursue credit for any unused refundable tickets or any portion thereof and ensure:

- The credit is issued to the University,
- The credit is used for University purposes, or
- The credit is personally refunded to the University if the credit is used for personal purposes.

For more information on University related travel please see the [University of Windsor Travel Policy](#).

#### **Accommodation/Hotel Reservations:**

If accommodation reservations must be cancelled, it is the responsibility of the traveler to ensure that cancellation is made to ensure that a financial penalty is avoided when feasible.