

 <b>BRANDON UNIVERSITY</b>	<b>Research Travel and Travel-Related Subsistence Policy</b>		
<b>Administrative Policy</b>	Policy Sponsor:	Vice-President (Research & Graduate Studies)	<b>First Approved:</b> <i>May 11, 2026</i>
	Primary Contact:	Research Compliance & Policy Officer	<b>Last Updated:</b> <i>May 11, 2026</i>
	Approved by	Vice-President (Research & Graduate Studies)	<b>Effective Date:</b> <i>June 1, 2026</i> <b>Review Scheduled:</b> <i>June 1, 2029</i>

### 1. PURPOSE

Brandon University establishes this policy to govern travel and travel-related subsistence expenditures charged to research accounts under the Research Financial Administration Framework.

This policy ensures that travel expenditures are authorized, appropriate, and directly connected to funded research activities.

### 2. SCOPE

This policy applies to travel expenditures charged to research accounts administered by Brandon University.

This includes transportation, accommodation, meals, and approved dependent care expenses incurred for research purposes.

### 3. DEFINITIONS

**Dependent Care Expenses:** means eligible caregiving costs incurred as a direct result of approved research-related travel where permitted under applicable funding agency requirements

**Grant Holder:** means an individual authorized by Brandon University to hold and administer research funding

**Subsistence:** means meals, accommodation, and related living expenses incurred during approved research-related travel

**University:** means Brandon University

#### **4. POLICY**

##### **a) General Requirements**

Expenditures charged to research funding must be incurred within the active funding period and must not support travel taking place after the grant end date unless explicitly permitted by the funding agreement.

All travel expenditures must:

- Directly support research objectives;
- Represent reasonable and economical use of research funds;
- Comply with applicable funding agency requirements; and
- Comply with Brandon University Travel and Business Expense Policy and Procedures, applicable financial administration requirements, and signing authority requirements under By-Law #8.

Personal travel expenses are not eligible.

All research-related travel must be approved in advance in accordance with institutional procedures.

##### **b) Transportation**

Travel arrangements must reflect the most economical and practical option appropriate to the circumstances and must comply with Brandon University Travel and Business Expense Policy and Procedures.

Airfare and other transportation costs must be supported by appropriate documentation.

Premium travel (e.g., business class) requires documented justification and prior approval in accordance with institutional authorization requirements.

##### **c) Accommodation and Meals**

Accommodation and meal expenditures must be reasonable and consistent with Brandon University Travel and Business Expense Policy and Procedures.

Per diem claims and receipt-based reimbursements must comply with institutional standards.

Required documentation must be retained and submitted in accordance with institutional reimbursement procedures.

**d) Dependent Care**

Dependent care expenses incurred as a direct result of research travel may be eligible where permitted under applicable funding agency requirements and consistent with Brandon University Travel and Business Expense Policy and Procedures.

Such expenses must be reasonable, documented, and directly attributable to research-related travel.

**e) Documentation Requirements**

Brandon University requires that all expenditures be supported by appropriate documentation demonstrating travel purpose, business justification, cost, and appropriate authorization.

Incomplete documentation may result in denial of reimbursement.

**f) Financial Authorization and Controls**

All expenditures must be approved by an authorized signing authority in accordance with Brandon University Approval and Signing Authorizations (By-Law #8).

No individual may approve their own expenditure.

**g) Review and Oversight**

Transactions governed by this policy are subject to review and oversight under the Research Financial Administration Framework.

Expenditures may be reviewed as part of institutional oversight activities.

**h) Conflict of Interest**

Individuals involved in the authorization, administration, or review of expenditures must comply with the Brandon University Conflict of Interest Policy (Board By-Law #10). Any actual or perceived conflict must be disclosed and managed in accordance with that policy.

**i) Responsibilities**

Grant holders are responsible for ensuring that travel expenditures comply with this policy and are directly connected to funded research activities.

The Office of the Vice-President (Research & Graduate Studies) coordinates interpretation of this policy to support consistent institutional application.

The Research Compliance & Policy Officer serves as the primary institutional contact for guidance on policy interpretation and supports consistent application across the institution.

The Office of the Vice-President (Research & Graduate Studies) holds final authority over the interpretation and application of this policy.

## 5. POLICY AUTHORITY

- **Policy Sponsor:** Vice-President (Research & Graduate Studies)
- **Primary Contact:** Research Compliance & Policy Officer
- **Approval Authority:** Vice-President (Research & Graduate Studies)

## 6. RELEVANT LEGISLATION

none

## 7. RELATED POLICY DOCUMENTS

- Brandon University Research Financial Administration Framework
- Tri-Agency Guide on Financial Administration (TAGFA)
- Brandon University Travel and Business Expense Policy and Procedures
- Brandon University Conflict of Interest Policy (By-Law #10)
- Brandon University Approval and Signing Authorizations (By-Law #8)
- Brandon University Administrative Policies and Procedures – Finance
- Brandon University Purchasing and Accounts Payable Manual (where applicable)