

## POLICY CONCERNING TRAVEL EXPENSES

### 1. PURPOSE

The purpose of this Policy is to define the *Autonomy through Cyberjustice Technologies* project's standards for travel expenses and refunds for participation in *Autonomy through Cyberjustice Technologies*-related events (workshops and conferences).

### 2. SCOPE

This policy applies to the travel expenses of any person who claims a refund after attending an *Autonomy through Cyberjustice Technologies* event. It respects both the provisions of the Social Science and Humanities Research Council of Canada (SSHRC), and the Directives and Methods of Université de Montréal's finance department (*Directives et méthodes de la Direction des finances de l'Université de Montréal*). The project coordinator, under the supervision of *Autonomy through Cyberjustice Technologies*' General Coordinator (Professor Karim Benyekhlef), is in charge of applying this policy. In particular, she will see to the development of the refund procedure and will decide on the form and content of the documents to be used. She will be the one receiving the refund claims. Refunds will be issued through the financial department of the *Centre de recherche en droit public de l'Université de Montréal* (CRDP).

### 3. REFUNDS

The following people are entitled to travel expense refunds: regular researchers (based on the CRSH's official listings). Any person officially invited by *Autonomy through Cyberjustice Technologies* Management, whether involved in the project or not, is also eligible for a travel expense refund. Collaborators are not entitled to travel expense refunds from any *Autonomy through Cyberjustice Technologies* funding, except with special authorization from the Management.

### 4. TRANSPORTATION EXPENSES

Preference must be given to the most inexpensive means of transportation in any situation. For the purpose of travel expense refunds, authorized travel is limited to what is actually necessary. The maximum distance allowed is based on travel starting and ending at the person's usual workplace or residence. If travel starts or ends at another location, the distance allowed is the lesser of the previously authorized distance and the distance actually travelled.

### Personal cars

Travel involving a total return distance of 200 km or more is eligible for an indemnity of 43 cents per kilometer, up to the equivalent of the cost of an economy class airline ticket plus a reasonable amount representing the cost of transportation to and from the airport. The indemnity when car-pooling is 43 cents per kilometer, with the same restrictions mentioned above.

### Car rental

In some situations, car rental may be more economical than any other means of transportation. If this is the case, it is necessary to get prior authorization and to include supporting documents with the Travel Expenses form.

### Other expenses

The following travel expenses qualify for a refund:

- Expenses for travel to and from a means of public transportation
- Any necessary parking fees and tolls actually paid.

## 5. ACCOMODATION EXPENSES

For its activities, *Autonomy through Cyberjustice Technologies* reserves and pays for hotel rooms directly. Thus, no claims for accommodation expenses can be refunded. In other cases, or under unusual and justifying circumstances, actual accommodation expenses can be claimed with the submission of supporting documents. In the absence of any supporting documentation, *Autonomy through Cyberjustice Technologies* provides an allowance of \$20 per night.

## 6. MEAL EXPENSES

Generally speaking, *Autonomy through Cyberjustice Technologies* covers meal expenses directly at conferences. When this is not the case, participants may ask for a fixed allowance in the amounts shown below, without having to provide supporting documents:

Breakfast: \$8.00

Lunch: \$14.00

Dinner: \$23.00

Full day: \$45.00

## 7. CLAIMS

Travel expense refund claims must be submitted using the Travel Expenses form, accompanied by original supporting documents, within 10 working days immediately following the trip in question. Claims must be sent to:

Karima Smouk  
Centre de recherche en droit public  
Université de Montréal  
3101, Chemin de la Tour  
Montréal (Québec) H3T 1J7 -  
T: 514-343-6111 ext 3262  
karima.smouk@umontreal.ca

When claiming a refund for airline tickets, the required supporting documents are a copy of the original airline ticket along with the original travel agency bill and the boarding passes (outbound and inbound). If a supporting document is missing, the corresponding amount will be held back until the document is provided.

## 8. INTERPRETATION

*Autonomy through Cyberjustice Technologies* Management is responsible for the interpretation of this policy.