

## MKN ELIGIBLE EXPENSE GUIDELINES

When completing the Reimbursement Claim Form, refer to the guidelines below for each expense and attach all necessary documentation.

### General Information

- Always use the most economical and practical mode of travel: if not, advance approval from your Organizational representative is required and must be documented.
- **Number receipts**, put receipt number next to the corresponding entry on the claim form, and staple them to the claim.

### Per diem

- Up to \$45 CDN/day to cover meals and incidentals. Do not claim for meals provided. Alcoholic beverages are not eligible expenses. The breakdown of per diem is as follows:
  - Breakfast: \$10.00
  - Lunch: \$12.50
  - Dinner: \$22.50

### Accommodation

- Not covered if driving distance is less than 75 km (one way).
- Claimant Paid Accommodation: up to \$200/day, \$2,400/mth. Provide an itemized receipt indicating rate and dates of stay. If the itemized receipt does not indicate payment please provide additional proof (e.g. copy of credit card statement).
- Fields Institute Paid Accommodation: up to \$200/day, \$2,400/mth.
- Gratuitous Accommodation: where accommodation is provided gratuitously with friends or family, a gift or payment in appreciation may be made up to \$30/day. Claimant is required to attach a signed note or email from the person who provided the accommodation indicating dates of stay.
- Shared Accommodation: when submitting for shared accommodation, please request the party submitting the expense claim to indicate the name of each person and amount paid by each.

### Travel Expenses

- Economy Airfare: attach original boarding passes and proof of payment (e.g. customer portion of paper ticket with amount paid, e-ticket or confirmation with amount paid, copy of credit card). For multi-leg flights and/or business class, provide an estimate through a travel agency or web-site of what the return flight would have cost if it were direct from claimant's home institution to the Fields Institute. (A formalized quote from a travel agency or electronic print out from a web-site are both acceptable giving an estimated economy price flight that is made around the time the actual ticket is booked.)
- Train/Coach/Public Transit: attach original receipts/proof of payment.

- Taxi: attach original receipts. Company taxi receipt is required from the taxi driver to claim the expense; credit card slips alone will not suffice.
- Car Rental: attach rental contract/receipt. Request the lowest available rental rate when booking - the standard is a mid-sized car (standard rate of \$45/day including taxes and fees). Gas receipts may also be submitted for reimbursement. Rental cars should be used only when less expensive transportation is not available and would be a reasonable method of transportation for round trip journeys of 500 km. If a trip is greater than 500 km., reimbursement of rental costs will be limited to offer of support (equivalent to economy travel to and from their destination).
- Mileage: You may claim mileage if you are using your personal vehicle and travelling more than 25 kilometers each way. Travel costs by car are reimbursed at the rate of up to \$0.41/km. Claimant must submit a printed map showing origin and destination, route, and distance, and parking receipts. When claiming mileage, the starting and finishing points and times must be shown. Travel is calculated by the shortest route in kilometers. It is recommended that claimants use personally owned vehicles for short trips where this is the more economical means of transportation or where no suitable public transportation is available. The standard is that personally owned vehicles may be used for trips up to 500 km, round trip. If you are using a rental car, do not claim mileage. You can however claim for gasoline if you have your receipts.

#### **Other Reimbursable Expenses**

- Flight/Travel cancellation insurance
- The cost of a Single Entry Visa fee
- To be sure any special requirements are eligible for reimbursement; please discuss your needs with your Organization contact prior to the meeting.

#### **Non-reimbursable Expenses**

- Parking tickets, speeding tickets and other traffic fines
- Personal phone calls and entertainment expenses (e.g. movies, magazines, hotel facilities)
- Passport and immigration fees
- Travel stopovers
- Baggage fees
- Seat selection
- Personal travel insurance
- Exchange Rate Differences (Credit Card Conversions)

## **Eligible CoP Costs**

Costs that are reasonable and necessary for the successful operation of the knowledge network and implementation of a knowledge mobilization plan are admissible. These costs would need to be supported by acceptable documentation.

The ministry anticipates that it may fund activities and outputs such as the following:

- costs directly related to organizing professional learning opportunities (e.g., travel and meeting costs, release time etc.);
- costs associated with creating, sharing or building from existing evidence informed actionable resources, i.e. tools that enable practitioners to integrate evidence-informed practices into their daily routines (e.g., teaching materials, toolkits, implementation and practice guidelines);
- costs associated with organizing activities and creating products that highlight the work of the knowledge network and expand the network's reach into the community, and which include, but are not limited to, information sessions and multimedia products;
- costs related to events and activities that are designed to disseminate research to practitioners and users (e.g., open lectures, conferences and seminars, academic workshops, symposia and exhibitions, social media); and
- administrative expenses including net new or incremental network activities that result in time-limited expenses not already accounted for through other sources of funding. Administrative costs will be capped to a maximum of 10% per fiscal year and must be supported with acceptable documentation.

## **Ineligible costs**

Costs and expenses that do not directly support the network's activities are not eligible for funding and should not be included as part of the network budget. Examples of ineligible costs include the following:

- interest expenses incurred on operating loans;
- professional organization fees paid on behalf of staff for membership in professional organizations;
- property tax expenses;
- fundraising expenses;
- capital loans;
- mortgage financing;

- reserve funds capital costs (this includes expenses amortized for longer than the grant duration, including the construction of new facilities);
- profit making activities;
- budget deficits;
- legal challenges, costs and settlements;
- public relations and fundraising costs;
- donations;
- costs covered by other government funding; and
- bonuses and gifts (Exceptions: honoraria, tobacco for Elders/Knowledge Keepers).