

Travel expenses: expenses that cover eligible costs incurred while traveling on UR business in relation to ArcticNet-funded research, including transportation, accommodation, and meals.

General Principles

Respect for public funding: when traveling or hosting events that are related to the effective conduct of UR business in relation to ArcticNet-funded research, it is expected that URs will act in a way that is consistent with their responsibilities as good stewards of public funds. They are guided by principles of appropriateness, reasonableness, transparency, and fiscal prudence.

Necessity of travel or hospitality: in determining the reasonableness and necessity of travel or hospitality expenses, URs will consider the ways in which the research project will benefit from the travel or hospitality and weigh these benefits against the anticipated costs. For example, they are expected to assess the possibility of using remote meeting solutions instead of meeting in person and to ensure that the most cost-effective and efficient means of travel will be used.

Eligible Costs – Travel

To be deemed an eligible cost, any travel undertaken as part of an ArcticNet research project must:

- contribute directly to attaining the objectives of the ArcticNet-funded research project with which it is associated; and
- be in line with the modern travel practices of the [National Joint Council Travel Directive](#) (NJCTD).

Eligible Costs – Hospitality

To be deemed an eligible cost, any hospitality that is provided as part of an ArcticNet research project must:

- contribute directly to attaining the objectives of the ArcticNet-funded research project with which it is associated; and
- follow the standards set out in the current [Treasury Board Directive on Travel, Hospitality, Conference, and Event Expenditures](#) (THCEE).

International Travel

International travel and hospitality should be avoided unless necessary and related to activities and objectives set out in the Ultimate Recipient Agreement between URs and ArcticNet.

Virtual meetings should first be considered in all instances as a matter of cost efficiency.

Monitoring and Reporting

URs should monitor travel and hospitality expenses through established procedures to ensure that they comply with the requirements of this Policy, including that cost eligibility has been assured and due diligence has been performed.

As part of their annual report to ArcticNet, URs must document their eligible travel and hospitality costs in a form and substance that is acceptable to ArcticNet. These costs may be subject to additional review and evaluation for compliance with this Policy.

Amendment and Modification

This Policy may be amended or modified by ArcticNet's Board of Directors to ensure it remains current and effective in protecting ArcticNet's interests.

Amendment: The Board may amend this policy	Last Review:
Approval Date: April 14, 2025	Last Revision: