

Mitacs Travel Subsidy Program for Domestic Internships

Purpose:

Travel subsidies are available to help reduce barriers to participation in Accelerate and Business Strategy internships, specifically when extended travel is required for a Mitacs intern to spend time on-site in Canada with the partner for the purpose of accomplishing their project. Typically, a travel subsidy can help offset a portion of the travel and accommodation costs required by a Mitacs intern to interact with the partner organization when:

- * The academic institution and the partner organization are in geographically distant locations; or
- * Field work is required and involves the participation of both the intern and the partner supervisor

Barrier reduction:

Mitacs recognizes that some interns and partners face greater barriers to participation in the Accelerate and BSI programs and provides travel subsidy requests accordingly. For example, requests from the following groups are prioritized:

- * Indigenous participants
- * Northern or rural participants
- * Small companies or not-for-profits with limited budgets

Rules:

- * Travel must be budgeted in the standard internship award before applying for a subsidy
- * The travel subsidy is not guaranteed and is awarded at the discretion of Mitacs
- * The travel subsidy will not be awarded to internships with budgets that include expenses deemed by Mitacs to be nonessential, such as conference travel
- * The travel subsidy is not intended to cover all potential travel expenses; interns should seek other sources of funds such as support from their supervisor or home institution
- * Mitacs requires that the travel subsidy be claimed within one year of the end date of the project

Value:

After including a minimum of \$2,000 in eligible travel expenses in the project budget for the internship, interns may apply to the Mitacs Internship Travel Subsidy fund for a subsidy of up to an additional \$3,000.

Eligible Expenses:

Travel subsidies can be used to cover:

1. Airplane ticket and travel to and from the airport
2. Bus or train travel
3. Car expenses (either rental car and gas, or personal vehicle mileage at rates set by the [National Joint Council](#))
4. Per diem for accommodation and meals (maximum of \$100/ day). Only reasonable expenses are considered; meals are not normally subsidized for long-term stays

The following expenses will normally not be eligible for a subsidy, but may be budgeted in the standard internship award:

- * More than two trips per four-month internship unless required to successfully accomplish the research (Mitacs encourages an extended stay at the partner site instead of periodic return trips)
- * Travel expenses for the academic supervisor
- * Conference attendance costs

Additional funds above the standard \$3,000 subsidy maximum may be approved at the discretion of Mitacs for:

- * Larger projects where an increased amount from the standard internship budget has been allocated to travel expenses
- * Travel to remote locations
- * Travel to locations with limited access to lodging and high food costs
- * Childcare costs for a parent who is travelling (short-term) for research with a child or who requires childcare due to research travel (\$50 half day or less, \$100 full day)

Application Procedure:

After submitting your Mitacs Accelerate or BSI internship application, fill out the Travel Subsidy Request Form and submit it to accelerate@mitacs.ca.

Reimbursement:

If awarded, the travel subsidy is not part of the Mitacs Accelerate or BSI internship grant. To receive reimbursement from Mitacs upon completion of the travel, the intern must submit an invoice from the supervisor's department in the amount of the awarded subsidy (or actual cost of travel, if less), including copies of any relevant receipts and proof that travel funds were allocated from the standard budget. Receipts are not required for mileage or per diem. Original receipts, including boarding passes for air travel, are required for all other travel expenses. Travel subsidies must be claimed within one year of the end date of the Accelerator BSI project.