



# Travel and Hospitality Policy for Program Participants

## Introduction

Mitacs pursues excellence in financial management, demonstrating accountability by ensuring public funds are deployed to improve the economic and social well-being of Canadians

## Academic institutions

Participating institutions hold Mitacs funds in trust for use by Mitacs participants in accordance with the various Program Funding Agreements between Mitacs and participating institutions.

Each participating institution provides Mitacs with a Form 300 financial report for all Mitacs funds they receive in accordance with the requirements as outlined in the funding letters issued by Mitacs.

## Mitacs Program Participants

Mitacs recognizes that its researchers and students incur expenses for program-related travel.

Eligible expenses for Mitacs Programs are outlined in the Mitacs [Use of Funds Policy](#). This Travel and Hospitality Policy provides additional information about travel and hospitality expenses.

Travel expenses, when deemed eligible by the academic institution as a direct cost of the research or innovation project in accordance with the [Tri-Agency Guide on Financial Administration](#), must also be in accordance with the Modern Travel Practices of the [National Joint Council Travel Directive \(NJC\)](#). Travel expenses are limited to \$2,500 per 4-6 month internship unit in the Accelerate and BSI programs.

Hospitality expenses are not an eligible use of Mitacs funds.