

PoND Program	Effective date July 2, 2021
Research Visit and Research Day Travel Expense Policy	Last editorial change July 2, 2021

Purpose

- 1.00 The purpose of this policy is to ensure that PoND (Polymer Nanoparticles for Drug Delivery) related research visit and research day travel expenditures are managed in a consistent and cost effective manner that supports the PoND program's mission.

Scope

- 2.00 This policy applies to all research visit and research day travel expenditures in support of PoND research visit and research day activities.

PoND Program	Effective date July 2, 2021
Research Visits and Research Day Travel Expenses Procedures	Last editorial change July 2, 2021

#### Purpose

- 1.00 The purpose of these procedures is to provide guidance to those individuals incurring or approving PoND research visit and research day travel expenditures to set the types of expenditures that will be paid by the PoND program with respect to research visit and research day travel expenditures, and to set forth the related procedures and approval processes.

#### Expenses

- 2.00 Research visits All PoND students need to submit a [Research and Training Visit application form](#) to the PoND program coordinator before booking any travel.

## Non-allowable expenses

- 8.00 Meal costs are not an eligible expense for research visit or research day travel with the exception of the days of travel.  
Please refer to the [University Of Victoria Travel and Business Expense Process](#) section 47.00 for a list of other non-allowable expenses.