

ODFASS SUPPORT FOR CONFERENCE TRAVEL DURING THE COVID-19 EMERGENCY: EFFECTIVE 23 MARCH 2020

Co-ordination with Carleton's COVID-19 Policies

Up-to-date travel-related information is available at <https://newsroom.carleton.ca/coronavirus-covid-19/faq/>. In accordance with Carleton's International and Domestic Travel Advisories, ALL conference travel is suspended until further notice.

Conference Travel Prior to Mid-March 2020

Established procedures for submitting travel claims remain in place with one important revision. Effective 16 March 2020, paper receipts will not be accepted. Receipts must be scanned or photographed, saved as a PDF, and attached to the travel claim.

Conference Travel Approved for Conferences Occurring After Mid-March

Effectively immediately, travel to all conferences is suspended until further notice. Researchers are to make every effort to obtain re-imburement for prepaid expenses related to transportation costs (e.g. rail, air, bus, other ground transportation, travel insurance), accommodations, conference participation (e.g. registration fees, meals). For travel supported by Canada's Tri-Councils, conference cancellation-related expenses are eligible expenses. Please check with your Financial Administrator regarding recovering cancellation costs.

Cancellation costs that cannot be recovered from external sources can be covered by funds previously approved under the FASS Conference Travel Policy.

Eligible costs directly related to presenting a research paper at a virtual conferences (e.g. registration fees) continue to be supported by FASS's Conference Travel Policy. Indirect costs (e.g. software licences, video and teleconference equipment) are to be expensed against other funds.

Planning for Future Conferences and Travel

Applications to support participation in virtual conferences may be submitted, subject to other conditions specified in the FASS Conference Policy. Applications to cover costs related to travel, conference fees, accommodations, etc. will NOT be considered until further notice. Researchers are strongly encouraged to make financial commitments that can be reimbursed.

ODFASS will resume consideration of all conference-related costs once Carleton's travel restrictions are revoked.

Congress 2020 of the Humanities and Social Sciences (30 May to 5 June at Western University, London ON.)

On 20 March 2020, the Federation and Western University announced there will NOT be an in-person Congress in 2020. Organizers are consulting with Associations regarding the transition to on-line meetings and more information should be available towards the end of March. The refund deadline for registration fees has been extended to 30 April 2020. Please consult the

following website for more information and updates: <http://www.congress2020.ca/novel-coronavirus-covid-19-and-congress-2020>

Other Sources of Information

CORIS has established a COVID-19 Research News and Updates webpage that includes links to several funding Agencies, including Agency travel cancellation policies. You are encouraged to visit: <https://carleton.ca/coris/covid-19-research-news-and-updates/>

Additional Information

Please email questions to Mike Brklacich (Associate Dean, Research & International) or Darlene Gilson (FASS Research Facilitator).

Visit the [FASS Conference Travel Policy page](#).