



Receiving Funds

Travel Expenses

Reimbursement for ACTOR-related travel expenses are claimed via an expense report prepared by the [Project Coordinator](#) according to the following directives extracted from McGill's [Reimbursement of Travel and Other Expenses Policy](#) and the [Procedures for Travel and Other Reimbursable Expenses](#):

- All expenses related to a single trip must be reported on one comprehensive expense report;
- Expense reports related to travel, trips and conferences must be submitted no later than 30 days following the return date.
- The claimant must provide (when applicable):
 - Information regarding the purpose of the trip
 - Boarding pass (or other evidence that the trip occurred – e.g. hotel invoice, taxi chit, meal receipts, etc.)
 - Copy of e-ticket or travel management company invoice including: passenger name, airline and flight #, date of flights, origin and destination, amount and proof of payment
 - Copy of invoice(s)
 - Conference program
 - Conference receipt/invoice containing: registrant's name, conference name, date(s), location, amount.
 - Proofs of payment, i.e. receipts and/or credit card chit or statement
 - All receipts must include: identification of the supplier, GST and QST numbers, identification of the buyer, description of what was purchased, amount paid, and proof of payment indication
 - If credit card statement is used, black out the primary account number except for the last 4 digits
 - Cash payments must be clearly indicated on a receipt
 - ID (for McGill members only)
 - For meals, receipts or per diems are acceptable (see per diem chart bellow). Receipts must include: name of restaurant, date, items ordered, amount, gratuities.
 - In the case of split bills, i.e., when one single bill is issued for an entire table, the original bill must be presented and all claimants involved may present their individual credit/debit card chit or statement and a digital copy of the bill.
 - Per Diem Allowance

| | Within Canada | Outside Canada |
|------------------------------|-----------------|-----------------|
| Breakfast | \$11 CAD | \$14 CAD |
| Lunch | \$18 CAD | \$24 CAD |
| Dinner | \$31 CAD | \$42 CAD |
| Total Daily Allowance | \$60 CAD | \$80 CAD |

- In the case of non-McGill members, the Visitor Claimant Signature form will be needed and payment will be issued accordingly:
 - o In North America: by cheque in Canadian or U.S. dollars.
 - o Outside of North-America: By wire in any currency accepted by McGill's financial institution(s)
- ***N.B.: SSHRC's policies prohibit the claim of alcoholic beverages, therefore they may NOT be included on an Expense Report.***

Strategic and Research-Creation Project Funding

Money Disbursement Procedures

If you have successfully secured funding for your project (Strategic or Research-Creation), the first step before initiating it is to inform us exactly how the funds will be allocated as this may considerably impact processing time. Please note that if the information entered in section E (Budget) of your application is insufficient, you will be contacted by the ACTOR Project Coordinator for additional details.

Both McGill University and SSHRC have various restrictions regarding how an award can be disbursed, and the means to do so can change depending on the recipient's location, status at their institution (i.e., faculty member, student) and membership status within ACTOR (e.g., co-applicant, student member, collaborator). Also, according to SSHRC policies, ACTOR can only transfer funds to [ACTOR co-applicants](#) (i.e., individuals involved in the original grant proposal), who are located at partner institutions. Therefore, your project may involve one or more of the scenarios described below:

1. *The recipient is at McGill University*

- a) ACTOR will pay for eligible expenses associated with the project directly. This might be a stipend to research assistants or space rental inside McGill.
- b) Other expenses (e.g., transportation and purchase of equipment) can be reimbursed via expense report, to be filled out and filed by the project coordinator within 3 weeks of the expense.
- c) Equipment purchase can also be done via a corporative (McGill) credit card. Note that a limit of 2,500 CAD (including taxes and shipping) applies.

Note that as of November 2020, McGill's internal policy states that invoices, receipts, and proofs of payment should be digitized BUT **SSHRC states that originals must be kept on file for 7 years.**

2. The recipient is at another [Canadian University](#)

- a) The full amount awarded may be transferred from McGill to the recipient institution under the name of the [ACTOR co-applicant](#) (CA) at the institution receiving the funds. This process can take up to 12 weeks to be completed.
 - It is up to the recipient institution how the funds will be disbursed to the listed PI and other researchers involved in the project.
 - It is advisable to not start your project before the transfer to your institution is completed, unless your institution is willing to front the funds.
 - Once the transfer is initiated, you should contact your institution's finance department to obtain information on its status. If, after the processing time, the funds still have not been received, report the situation to the [Project Coordinator](#).
 - Financial reporting will be required as per the 'Transfer of Funds Agreement.'
- b) External people (e.g., artists) and/or independent students (student members from non-partner institutions) involved in the project may receive a one-time payment by means of a contract.

3. The recipient is at a foreign (*non-Canadian*) institution

- a) Funds will be sent from McGill to your institution by means of a subaward. The ACTOR Project Coordinator will prepare a subaward agreement once the allocation of the award has been detailed by the PI. This process usually takes about 6-8 weeks to be completed, varying according to internal procedures at the recipient institution.
- b) Two types of subaward agreement may be used:
 - Cost-reimbursement: The recipient institution incurs expenses in advance of payment. Funds are sent upon receipt of invoices from the recipient institution.
 - Accountable-advance: Payment is issued in advance to expenses. Financial reporting is required.

ACTOR Co-Applicants:

| Institution | Co-applicant (CA) |
|--|---|
| Conservatoire National Supérieure de Musique et de Danse de Paris (CNSMDP) | Maresz, Yan |
| Detmold University of Music | Hadjakos, Aristotelis Kob, Malte |
| Haute École de Musique de Genève (HEM) | Cordero, Victor Gilbert, Nouno |
| IRCAM | Esling, Philippe Susini, Patrick |
| McGill University | De Francisco, Martha Depalle, Philippe |

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| | Fujinaga, Ichiro Guastavino, Catherine Hasegawa, Robert Rea, John McAdams, Stephen |
| University of British Columbia (UBC) | Hamel, Keith Pritchard, Bob |
| University of California, San Diego (UCSD) | Reynolds, Roger Steiger, Rand |
| Université de Montréal | Rivest, Jean-François Traube, Caroline |
| Université de Strasbourg | Schneider, Mathieu |
| University of Calgary | Boyd, Jeffrey Radford, Laurie |
| University of Oregon | Wallmark, Zachary |
| University of Toronto | Britton, Elliot McClelland, Ryan Palej, Nobert |