

On March 14, 2020 Western issued a message recommending Western students abroad on university sanctioned programs to return to Canada as soon as possible. Financial support of **up to \$1,000** per student is available to assist with extra incremental costs associated with an early return, as per the guidelines set out below.

- **Expense Claim to be submitted upon return.** Return flight boarding passes are required to be attached.
- **Expense Claim is only valid for early return travel occurring between February 1, 2020 to March 31, 2020.**
- **Expense Claim submission deadline: April 30, 2020.**
- Submit this claim form and all receipts/documentation to [travelregistry@uwo.ca](mailto:travelregistry@uwo.ca).

**Eligibility:**

- Full-time undergraduate and graduate students registered at Western who return(ed) to Canada **between February 1, 2020 and March 31, 2020** from a **university sanctioned activity abroad\***.  
(\*Includes exchange, study abroad, faculty-led programs, internships, research placements, community-engaged learning, practicums, conferences or any other international travel that is approved by a Western faculty member, department, staff member, Faculty, or non-academic unit.)
- Students in all faculties with the exception of Ivey Business School. Combined degree students with Ivey can be considered if the international experience relates to the non-Ivey portion of the degree.
- Please note: Ivey Business School and the affiliate university colleges are administering their own reimbursement process. Student should contact their respective mobility program coordinator for details.
- Experiences inside Canada are not eligible.

**Reimbursable Expenses:**

PRIOR to cancelling your current return flight:

- Please check first with your Airline, Travel Agent, Travel Insurance provider or Credit Card to see if changes can be made without incurring additional fees.
- If not, book another ticket or cancel your flight and book with another airline if needed. Flight claims only apply to the immediate return from a student's participation in a university sanctioned program/activity. Personal diversions or layovers are not reimbursable.
- Most airlines have waived flight change charges and some offer free cancellation due to COVID-19.
- Any credit given by the airline for changing or cancelling the original ticket must be deducted from the reimbursement request.
- The maximum level of reimbursement for airfare or increased cost will not exceed the equivalent of economy airfare up to a total amount of \$1,000. Traveller will be responsible for any additional expenses.
- Standard fees for advanced seat selection and airline taxes are allowable expenses.
- Baggage allowances are defined by the airline carrier. Any charges for baggage taken on the flight that is above the default limit set by the air carrier are expected to be reasonable and necessary for the purpose of the trip.
- New or additional accommodation expenses required in order to assist you with your early departure. Regular accommodation expenses associated with the activity abroad are not eligible (e.g. early cancellation of a lease/rental/hotel booking abroad).

**Receipts/Documentation:**

Receipts and documentation **for all expenses claimed** as part of this request must be attached with the claim request. This includes:

- All flight changes, related airline credits, boarding passes, and receipts.
- Correspondence with the airline/travel agent may be requested as supplementary documentation, please ensure you keep a record of all correspondence.

Students facing unusual financial hardship because of this situation can include further details within the claim form. Cases will be dealt with on an individual case-by-case basis.

**Reimbursement Process:**

Submitted claims will be reviewed by Western International within 10 business days; insufficient documentation will prolong the process. Reimbursement notification will follow. Reimbursements are processed to your student account by direct deposit (cheque refunds are not possible).

**Claim Details:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Faculty: \_\_\_\_\_

Program/Activity Abroad: \_\_\_\_\_  
Provide a description of your university sanctioned activity abroad/purpose of travel.

Western Coordinator/Supervisor: \_\_\_\_\_  
Name of Western Coordinator/Supervisor who is responsible, endorsed or approved your participation in this international activity.

Program/Activity Start Date\*: \_\_\_\_\_ Program/Activity Original Return Date\*: \_\_\_\_\_

**\*Please attach a copy of your original travel booking(s) with this claim.**

Program/Activity Early Return Date: \_\_\_\_\_

Early Return Flight Details: Indicate the details of your return flight, including Airline, Flight Number for any applicable connections.

**Expenses:**

- Receipts/documentation **for all expenses claimed** must be attached with this claim request, **including boarding passes** for return flights.
- Expenses must be submitted in **Canadian dollars**. If you incurred an expenses in a foreign currency, **documentation is required to illustrate the conversion to Canadian dollars** (e.g. credit card statement illustrating the Canadian conversion). Please ensure that this documentation is also attached with your claim request.

<b>Expense</b>	<b>Amount (in CAD currency)</b>
Flight change or cancellation fees (not waived or refunded)	
New flight booking charge (if applicable) Less any applicable credit or refund amount (if applicable) <i>Example: \$1200 new flight - \$600 credit from previous flight = \$600 claim</i>	
Other:	
Other:	
Other:	
<b>TOTAL</b>	

Comments:

**I verify that the above is a true reflection of my incremental expenses**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_