

2368 TRAVEL AND ENTERTAINMENT REIMBURSEMENT POLICY- SPONSORED PROJECTS

RESP. OFFICE: PURCHASING SERVICES
APPROVAL: CHIEF PROCUREMENT OFFICER
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PURPOSE

The purpose of this policy is to ensure compliance with the rules and regulations of sponsored projects.

Other policies are provided for specific travel and entertainment (T&E) topics in the policy number series 2351 through 2370 and are listed at 2351.1 Travel and Entertainment Reimbursement- Detail Listing.

SCOPE

The T&E policies and procedures apply to all individuals, including employees, students, and non-employees, traveling and entertaining on behalf of the University and seeking reimbursement for related expenses from the University regardless of the funding source.

TRAVELER AND ENTERTAINER RESPONSIBILITY

It is the responsibility of the traveler and the principal investigator to know the terms set forth in the award of a sponsored project with reference to allowable travel expenditures.

RESPONSIBILITY OF APPROVERS

The TAC (Transaction Authorization Card) holder assists the travelers and entertainers, as well as their higher level approver, when applicable, with understanding and complying with the process outlined below and ensures that all documentation requirements have been met prior to submission of reimbursement requests to the central processing organization.

It is the responsibility of the TAC holder to review the travel and reimbursement request to ensure it follows the guidelines with respect to travel on sponsored projects and that a completed Expenditure Justification for Sponsored Research Projects form has been attached.

POLICY

Domestic and foreign travel charged to a sponsored project should follow the guidelines set forth in this policy manual unless the funding agency imposes greater restrictions. Federally funded sponsored projects are

subject to the guidelines set forth in the Office of Management and Budget (OMB) Circular A-21, Section 48, Travel Costs. Click here on [OMB](#) to access the circular.

- 1) All travel advance or reimbursement requests for sponsored research projects must have the Expenditure Justification for Sponsored Research Projects form completed and attached. Research Services reviews the forms for foreign travel on federal awards. [Click here](#) for the form:
- 2) Domestic travel includes travel within and among the fifty United States and its territories and possessions and Canada.
- 3) Domestic travel included in the approved budgets of federally sponsored projects is generally permissible if it supports the purpose of the project.
- 4) The federal government defines foreign travel as any travel outside of the United States and its territories and possessions and Canada. In the case of other sponsored research agreements, foreign travel may be specifically defined in the contractual documents.
- 5) Some foreign travel requires pre-approval by the sponsor. Since sponsors' regulations vary, principal investigators should be familiar with those that are applicable to their projects.
- 6) When traveling on federally funded projects, travelers may request the hotel's government rate. A letter from the project sponsor may be required upon check-in to confirm funding source.
- 7) If traveling internationally on federal grants or contracts, a United States flag carrier must be used. For specific federal guidelines on this issue, click here on [Fly America Act](#) for details. Prior approval from the Office of Research Services should be obtained if someone needs to deviate from this policy.
- 8) All international travel on a federal grant or contract must be reviewed and approved by Research Services prior to processing.
- 9) A principal investigator may be reimbursed for meals from federal sponsored project funds if he/she is in travel status. Consultants may be reimbursed directly for meals consumed in connection with the consulting services being provided to the sponsored project.
- 10) The cost of local meetings can be charged to sponsored projects; however, the cost of local meals will not be reimbursed from sponsored project funds for University employees, unless specifically authorized by the sponsor.
- 11) **Federal regulations (and where sponsors so dictate) prohibit the reimbursement of alcoholic beverages with federal funds under any circumstances.**
- 12) Any questions regarding travel or entertainment on federal grants or contracts should be directed to the Office of Research Services.

[Click here for Research Services website](#)