TRAVEL
Travel plays an important role in many research projects. This resource provides helpful
guidance to faculty and staff on the best (and easiest) way to plan travel and to be reimbursed for
associated costs.
Contact the Compliance Officer, 801-863-8156 or email Compliance@uvu.edu with any
questions.

Travel on sponsored program funds must adhere to university travel policies. Additional
sponsored program requirements are outlined below.

General Guidelines
All travel by faculty, staff, students, and guests utilizing sponsored program funds administered
must be pre-approved by the appropriate administrator and processed by the Travel Office.

Persons traveling on sponsored projects are typically appointed to the sponsored project. When
this is not the case, the travel and the traveler must be justified with a business purpose
description prepared with enough detail by the PI as project related and consistent with sponsor
regulations.

Upon receipt of the eTravel request, the OSP Travel Office will check for cost allowability,
availability of project funds, and that the travel occurs within the project period of performance.
Once these are verified, it will process prepayment requests; e.g., airfare, conference registration,
and lodging.
After the trip, the traveler submits original receipts to the department’s travel arranger. For
auditing purposes, faxed receipts and photo copies are not acceptable. The traveler must sign the
eTravel payment request form printed by the travel arranger/payment requester. The completed
form and original receipts are sent to the department’s travel approver for review. After approval
the payment request is sent to the OSP Travel Office. The payment request form must be
returned upon completion of the trip, even if no reimbursement is requested, in order to close out
the travel request. Requests for reimbursements submitted after the end date of the project may
not be processed.
The university travel policy applies to travel on sponsored program funds. And there are
additional sponsor requirements contained in the award terms and conditions.

Airfare
Upon receipt of the Travel Authorization, the Travel Office will authorize prepayment for airline
tickets if designated travel agency is utilized. Reservations must be booked as coach or economy
fare, unless it is unavailable at the time of the required travel. A memo of explanation should be
attached if there is any deviation from economy fare.

Use of U.S. Flag Air Carriers
Federally funded research requires the use of U.S. Flag Air Carriers.
The Comptroller General of the United States, by Decision B-138942 of June 17, 1975, as
amended March 31, 1981, provided guidelines for implementation of Section 5 of the
Any air transportation to, from, between, or within a country other than the U. S., of persons or property, the expense of which will be assisted by this award, must be performed on a U.S. flag carrier if service provided by such carrier is “available.”

The following rules apply unless the result would be use of a foreign air carrier for the first or last leg of travel from or to the U. S.:

- A U.S. flag air carrier (“U.S. Carrier”) shall be used to destination or, in the absence of through service, to farthest interchange point.
- If a U. S. carrier does not serve an origin or interchange point, a foreign carrier shall be used to the nearest interchange point to connect with a U. S. carrier.
- If a U. S. carrier involuntarily reroutes the traveler via a foreign carrier, the foreign carrier may be used.

EXCEPTIONS: In the following situations, use of a foreign carrier is permissible:

- Travel to and from the U. S., use of a foreign carrier is permissible if:
  - The airport abroad is the origin or destination airport, and use of a U. S. carrier would extend the total travel time 24 hours or more than would travel by foreign carrier; or
  - The airport abroad is an interchange point, and use of a U.S. Carrier would require the traveler to wait six (6) hours or more to make connection or would extend the total travel time six (6) hours or more than would travel by foreign carrier.

- Travel Between Points outside the U.S., use of a foreign carrier is permissible if:
  - Travel by foreign carrier would eliminate two (2) or more aircraft changes en route; or
  - Travel by U.S. carrier would extend the total travel time six (6) hours or more than would travel by foreign carrier.

- Short Distance Travel. For all short distance travel, regardless of origin and destination, use of a foreign carrier is permissible if the elapsed travel time on a scheduled flight from origin to destination airport by foreign carrier is three (3) hours or less and service by U.S. carrier would double the travel time.

The Comptroller General has issued a decision regarding the Code Sharing (Airline Alliances) of flights by U.S. and foreign flag carriers utilizing the equipment of the foreign flag carrier. If a U.S. flag air carrier has an arrangement to provide passenger service in international air transportation on the aircraft of a foreign air carrier under a “code-share” arrangement with a foreign air carrier this could meet the requirements of the Fly America Act. Federal regulations have been revised to indicate that the ticket (or documentation for an electronic ticket) must identify the U.S. Flag air carrier’s two letter designator code and flight number, which is located on the right hand section of the passenger receipt. This indicates that the flier is in a U.S. Flag carrier seat, regardless of the air carrier, which owns the aircraft. The key to meeting the requirements is whether the ticket is purchased through the U.S. air carrier. If the ticket is issued through the U.S. air carrier the expense will, in most cases, be eligible for reimbursement, provided the U.S. air carrier is identified on the ticket. If the ticket is issued by a foreign air carrier, (even under a code sharing arrangement), the ticket is not eligible for reimbursement on a Federal award.
A travel agent may, with the best of intentions, attempt to persuade you that because the flight is code-shared it doesn’t matter which company you buy the ticket from: for example, KLM or British Airways or Air France, especially because these are generally less expensive. However it does matter. For example, if you buy a ticket from Lufthansa the flight numbers will be preceded by the code “LH” and you cannot be reimbursed for this on a federally-funded award. The flight numbers must have the code from the U.S. airline (e.g., “UA” for United Airlines, “DL” for Delta, etc.).

**Lodging**
The actual cost of overnight lodging at a commercial facility will be reimbursed if an itemized receipt is submitted with the travel request, the cost is deemed reasonable, and the travel point is further than forty-five miles from the traveler’s home or primary university work site. Travelers will be reimbursed for the single room rate only, unless the other occupant of the room is a university employee on authorized travel. If the lodging receipt states more than one-person occupancy, the single room rate should be indicated on the receipt. In the event that there are two individuals on authorized travel sharing a room, the travel orders should be cross-referenced for auditing purposes.

All lodging is reimbursed at the actual/reasonable rate with submission of the original receipt. Upon receipt of the eTravel request, the OSP Travel Office will authorize prepayment for lodging if the designated travel agency is utilized. Reservations are to be made by the traveler or travel arranger.

**Meals**
Per diem allowances for meals and other incidental costs are reimbursable for in-state overnight travel or out-of state travel that is 45 miles or more from the traveler’s home or primary work site.

Daily per diems are based upon location and on the entire 24-hour period. If a meal is served on an airplane or is included in the price of the conference registration fee, the per diem rate must be reduced based upon the provided meal. Meal receipts are not required. Note that meals, laundry, dry cleaning and any associated tips are included in the federal meal and incidentals per diem.

**Business Meals**
Business meals constitute an exception to the federal per diem rates. Expenses may be reimbursed for properly documented business meals while on travel status. The primary purpose must be a business discussion:

- At least one non-university employee, whose presence is necessary for the business discussion, must be present.
- Expenses may be incurred only for those individuals who are necessary to the business discussion.
- In addition to an itemized receipt, Internal Revenue Service (IRS) rules require documentation of the time, date, place, business purpose and attendees.

Documentation must include the original itemized. The per diem allowance must be reduced appropriately. Gratuities not exceeding 20% of meal cost for business meals are reimbursable. Alcoholic beverages and entertainment costs may not be charged to a research project.
**Registration Fees and Related Expenses**
Registration fees will be prepaid if the eTravel System payment request is completed and the registration form is attached or faxed to the OSP Travel Office. Be sure to include the T number on the registration form. Fees should not include the cost of activities such as golf outings, fun runs, and museum tours, see the travel policy for additional restrictions.

**Wire Transfers for International Travel**
If prepayment by wire transfer for payments is needed, contact the Office of Finance and Business Services at 801-863-8294.

**Cash Advances**
You may pre-pay hotel, air, and conference fees for project-related travel by using the designated travel agency. Cash advances on project travel may be requested a few weeks before the travel to defray out of pocket expenses on the trip. Faculty and staff are eligible to apply for 80% of non-prepaid expenses as travel cash advances when engaged in international travel. Students may request 100% of non-prepaid expenses as a travel cash advance. The cash advance may be obtained by submitting an eTravel payment request (using the eTravel System cash advance form). Cash advances are limited to staff, faculty, and students. They are not available to non-employees.

**Split Funding**
Travel requests involving a combination of university and sponsor funding and/or between two different sponsored projects will be processed through the eTravel System. Always include the sponsored project ChartField information as the first entry when charging costs to university accounts and the sponsored project. It is helpful to provide a justification for the percentage of charge to each funding source in the comments section of the payment request.

**Payment by Procurement cards**
Office of Sponsored Programs issued procurement cards cannot be used for any sponsored programs travel expenses.

**Cancelled Trips**
Travelers or travel arrangers need to cancel trips within ten working days using the eTravel System. Depending on the type of ticket, airline, and circumstances the cost of the ticket may or may not be reimbursable.

**Policy Matters**
All travel by faculty, staff, students, and guests utilizing sponsored program funds must be pre-approved and processed by the Travel Office.

- Check the terms and conditions of the grant you will be using to make sure you understand what the sponsor requires for project-related travel
- All university travel, including sponsored programs travel, must adhere to the University’s travel policy except where sponsor requirements differ
General Travel Considerations
Below are some general considerations regarding project-related travel that should be reviewed before you begin to make travel arrangements. Approvals for travel may take time, especially for international travel. Please provide the Compliance Officer/Export Control Administrator with as much lead time as possible.

Ensure that your travel will be allowed
- Does the project permit travel?
- Are there any restrictions on travel, especially foreign travel?
- Is there money available?
- Does the travel take place between the project’s start and end date?

Is the traveler a non-US citizen?
There may be additional requirements associated with non-U.S. citizen travel, contact the Compliance Officer for assistance.

Will you be traveling internationally by air?
Please review the guidelines for international air travel before making any plans. Federally-funded travel requires the use of U.S. Flag carriers. Also, individuals traveling internationally on university business need to be aware that export control restrictions may apply depending on the travel destination. Traveling internationally with certain types of personal items, information, or equipment (including but not limited to laptops, web-enabled cell phones, GPS units, scientific equipment and controlled, proprietary or unpublished research data) may require that an export license or other governmental approval be obtained before you depart.

Post Travel Procedures
After the trip is complete, the traveler submits all original receipts to their travel arranger/financial administrator.

Travel Reimbursement Processes – Two Methods
Receipts
Original, itemized receipts are required for request for reimbursement of actual expenses.

Per diem
Receipts for individual meals are not required when requesting the per diem. Please review the per diem guidelines carefully to determine the amount that can be reimbursed.
- Personal Auto
  Mileage will be reimbursed at the current approved rate.
- Business Meals
  - Submit an itemized original receipt along with your reimbursement request
  - A list of attendees that includes at least one non-employee
  - The amount to be reimbursed is listed under “MISCELLANEOUS TRAVEL EXPENSES”

Still have questions?
- Review the university travel policy
Contact the Travel Office at:
Phone: 801-863-8965

2 C.F.R. 200 Uniform Guidance
http://www.ecfr.gov/cgi-bin/text-idx?SID=ee873e1aa906cf3b0d7474d25be3b5a9&node=2:1.1.2.2.1&rgn=div5#se2.1.200_1405

Federal Agencies Implementation of Uniform Guidance

National Science Foundation Proposal and Award Policies Guide (PAPPG) (NSF 15-1)