



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
TRAVEL ON A SPONSORED PROJECT	February 11, 2004	2350.105

POLICY STATEMENT (R*)

Travel on sponsored projects for State of Florida employees must conform to the same rules and regulations applicable to travel by State of Florida employees on non-sponsored projects and to policies of Florida International University. Travel costs may be chargeable to a sponsored project if the trip is directly related and beneficial to the specific work funded. All travel, whether domestic or foreign, which is sought to be billed to a sponsored project must be approved by Post-Award, prior to such travel.

RELATED INFORMATION (O*)

Business and Finance Policy - University Travel Expense Policy

Florida International University Controller’s Office Travel & Expense Procedures Manual

Florida Statute Section 1004.22(11)

Office of Research and Economic Development “Export Controls” policy #2370.010

Office of the General Counsel Contract Review Policy #150.105

DEFINITIONS (R*)

“ORED” is the Office of Research and Economic Development.

EH&S is the Division of Risk Management and Environmental Health and Safety.

“PI” is the Principal Investigator.

“TA” is the Travel Authorization request made online in Panthersoft.

PROCEDURES (O*)

Approval Process for Travel on a Sponsored Project:

- PIs should ensure that they are familiar with the award document requirements, including any prior approvals required for travel or any other particular requirements regarding travel. If an award document requires prior sponsor approval for the travel, the PI must ensure that he/she has written authorization from the sponsor for the travel and maintains that documentation for production in case of audit or if needed for an invoice.
- Prior to the planned travel, the proposed traveler must create a Travel Authorization in the PantherSoft financial system which will be routed to the Post-Award representative on the Project ID for review, certifying that the travel is authorized on the sponsored award. Post-Award must pre-approve the TA for both domestic and foreign travel. If the TA is approved by

the Post-Award representative, it will then be routed automatically to the FIU Travel Desk

- The TA and the subsequent Expense Report should clearly state the benefits of the trip to the sponsored project to which it will be charged. Any expense report greater than \$10,000 will be routed automatically to Post-Award for its review and approval. If approved by Post-Award, it will be routed automatically to the Travel Desk for its review and approval as well. It is the traveler's responsibility to maintain proper documentation of all travel and related expenses for production in case of audit or if needed to include with an invoice.
- Documents with travel dates that occur before or after the dates authorized by the sponsor award document will not be approved.

Domestic Travel:

- Domestic Travel on sponsored projects undertaken by State of Florida personnel must conform to the same requirements for State of Florida travelers on non-sponsored projects. However, if a subrecipient is having non-State of Florida personnel travel on a research project and the travel is necessary for the research, the subrecipient may be reimbursed for travel per the subrecipient's regulations and the sponsor award document
- Contracts for the use of conference rooms must be routed directly through the FIU Purchasing Department. The person who may sign such contracts (if the contract is for less than \$75,000) is the person in the PI's College or Center who has been authorized to sign contracts on behalf of the University in accordance with Office of the General Counsel Contract Review Policy #150.105.

Foreign Travel:

- All federal and most other sponsors require prior written sponsor approval for foreign travel. In some cases, the award document will require special written approval from the sponsor in advance for each specific occurrence of foreign travel even though it was previously approved in the award budget. If an award document requires prior sponsor approval for the travel, the PI must ensure that he/she has written authorization from the sponsor for the travel and maintains that documentation for production in case of audit or if needed for an invoice.
- All foreign travel expenses will be reimbursed under the provision of the Uniform Travel Law of the Florida Statutes and the U.S. Department of State per diem rates.
- Persons embarking on foreign travel are strongly advised to review their medical insurance for applicability and benefits available outside the United States and to consider purchasing international medical and medical evacuation insurance for their foreign trip. For information regarding additional insurance coverage available for foreign travel as well as additional helpful information to consider when traveling abroad, see the Analysis, Assessment, and Risk Management (AARM) website at <http://facilities.fiu.edu/AARM/aarm.htm>
- Travelers must ensure that the PI for the project (or if the traveler is the PI, another FIU employee) has the traveler's itinerary and contact information while on the trip so that the traveler may be contacted in case of an emergency. Also, the traveler should provide that person with the name and contact information of person(s) whom the traveler authorizes FIU to contact in the event the traveler has an emergency while on the trip.
- Travelers should ensure that they are applying the applicable U.S. Government foreign subsistence rates for their foreign travel. Those rates are listed at <http://www.state.gov/m/a/als/prdm/>. For assistance in determining the appropriate foreign subsistence rates, please contact the FIU Travel Desk at http://finance.fiu.edu/controller/QL_Travel.html
- Normally federal sponsors will reimburse foreign transportation only on U.S. carriers or those that code share with a US carrier at lowest rates, unless special circumstances exist.
- Proposed travelers should monitor the U.S. State Department's travel advisories (<http://travel.state.gov/>) and the National Center for Infectious Diseases Travelers' Health web page (<http://www.cdc.gov/travel/>) prior to travel to ensure their safety.
- U.S. government laws and regulations (referred to as Export Control regulations) may limit the sharing of certain sensitive information with foreign nationals. Post-Award will email the traveler to advise if there are any such restrictions relating to the foreign destination.
- A useful resource for foreign travel - "Information for International Travelers" published by the FDA (<https://www.fda.gov/iceci/inspections/foreigninspections/ucm113720.htm#SUB400>) includes items such as a World Factbook and currency exchange rates

HISTORY (R*)

Office of Sponsored Research Administration Faculty/Staff Guide for the Administration of Externally Funded Projects, INTERIM VERSION; Effective Date: February 11, 2004; Revision Dates: September 10, 2007 and January 26, 2011.

<p>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</p> <p>Office of Research and Economic Development Florida International University</p> <p>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</p> <p>Post-Award Florida International University 11200 S.W. Eighth Street – MARC 430 Miami, Florida 33199 Telephone: (305) 348-2494</p>	<p>The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at: http://policies.fiu.edu/</p> <p>For any questions or comments, the “Document Details” view for this policy online provides complete contact information.</p>
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<p style="text-align: center;">FORMS/ONLINE PROCESSES (O*)</p> <p>Florida International University Controller’s Office Travel & Expense Procedures Manual</p> <p>Travel Authorization (TA)</p> <p>The persons authorized to sign contracts on behalf of the University are listed on the Purchasing Web site.</p> <p>Link to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.</p>

***R = Required *O = Optional**