



Travel on Research Foundation Business

1. Purpose	This document outlines policy on travel related to Research Foundation (RF) business: travel funded from either sponsored programs or from corporate accounts (i.e. facility and administrative cost recovery accounts).
2. Scope	Travel for RF related activities(attendance at conferences and meetings as well as travel for other research business) is subject to the rules and regulations in this policy. Foreign travel requires special consideration (see below).
3. Definitions	Travel Expenses – includes transportation, food lodging and "incidentals."

4. Policy Guidelines	<p>Executive Summary</p> <p>Policy guidelines for travel on RF sponsored projects are found on the RF website: here You must be logged into the RF website for access. the url is: https://portal.rfsuny.org/portal/page/portal/ver-1/Travel/Overview2/tr_intro-travel-procedures-responsibilities_pro.htm</p> <p>Note that although Research Foundation policies may sometimes mirror State guidelines, it is important that the traveler be aware of any differences. Guidance is found on the SUNY Optometry website here: http://www.sunyopt.edu/faculty/travel_links.shtml</p> <p>Travel reimbursement requests must be submitted within a reasonable period of time. The period of time is generally considered reasonable if submitted within 60 days of incurred costs. Reimbursement requests must be submitted using the RF travel reimbursement form complete with required documentation with all authorization signatures. Oracle Code: TRV should be used for travel expenses. Conference and Training expenses include meeting registration fees and use Oracle Code CFR Meeting Expense and be submitted on an RF Requisition form.</p> <p>In cases of payments made in advance of travel, the request must be made 30 days or less prior to the departure date and accounted for within 60 days of incurred costs. Repayment of any excess advance payment must be made within 120 days after expenses were paid.</p>
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If travel reimbursement requests are not submitted in a timely manner, as described above, then the reimbursement, if approved, will be considered salary subject to applicable withholdings. See IRS Publication 15, Wages and other compensation. <http://www.irs.gov/pub/irs-pdf/p15.pdf>

Additional information

The RF sponsored travel form is located here: [Travel Payment Request Form](#). For SUNY sponsored travel the reimbursement request forms are found [here](#): <http://www.sunyopt.edu/faculty/forms.shtml> and SUNY Optometry guidelines apply. If a trip is being funded from various sources, please make copies of all documents to attach to each voucher.

The traveler's signature on the completed travel form is certification that the trip was taken for the indicated purpose(s), that the accounting is accurate and that allowances and reimbursements are calculated in accordance with appropriate RF (or sponsor) guidelines.

Travel reimbursement must be approved by the traveler's supervisor/chairperson and the operations manager.

In compliance with the [Fly America Act](#), all air travel on federally funded projects (federal grants, contracts and subgrants) must be on a U.S. flag air carrier.

General RF Travel Policy:

https://portal.rfsuny.org/portal/page/portal/ver-1/Travel/Overview2/tr_general-regulations-provisions_pro.htm

Foreign Travel Policy

https://portal.rfsuny.org/portal/page/portal/Travel/international_travel2

https://portal.rfsuny.org/portal/page/portal/ver-1/Travel/international_travel2/tr_foreign-travel_pol.htm

It is suggested that foreign travel destination and contacts be reviewed through the Visual Compliance online screening system for compliance with federal export control regulations. Contact the grant administrator.

Pre and Post travel procedures

https://portal.rfsuny.org/portal/page/portal/ver-1/Travel/Overview2/tr_pre-travel-post-travel_pro.htm

Pre-travel checklist

https://portal.rfsuny.org/portal/page/portal/Travel/Overview2/tr_pre-travel-checklist_pro.htm

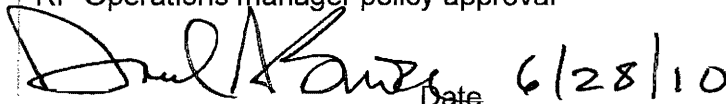
Expenses and reimbursement rates

https://portal.rfsuny.org/portal/page/portal/Travel/Expense_rates2

When adjustments need to be made for M&IE reimbursements the federal policy will be used which allocates 15% for breakfast, 25% for lunch, 40% for dinner, and 20% for incidentals.

Domestic per diem rates are found here:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&conte

	<p>ntId=17943</p> <p>Travel Warnings</p> <p>Current Travel Warnings</p> <p>Tips for Traveling Abroad</p>
5. References	<p>Research Foundation Travel information</p> <p>Mileage Reimbursement Rates</p> <p>International Travel Assistance</p> <p>Links to some travel related websites</p>
6. Appendices	<p>RF Travel Reimbursement Request form</p>
7. Approval	<p>RF Operations manager policy approval</p> <p> Date <u>6/28/10</u></p>
8. Approval Dates	<p>This policy was approved on: 28 JUNE 2010</p> <p>This version takes effect from: 1 JULY 2010</p>