

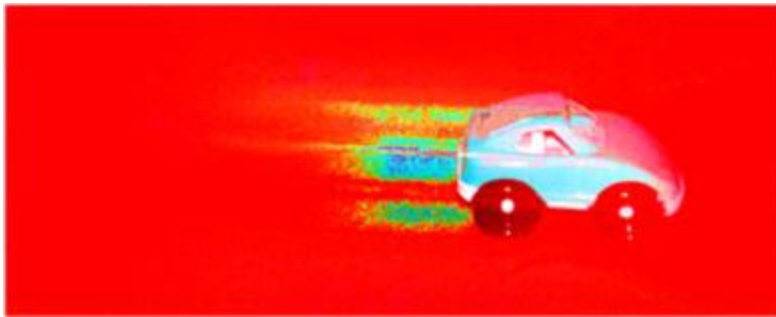
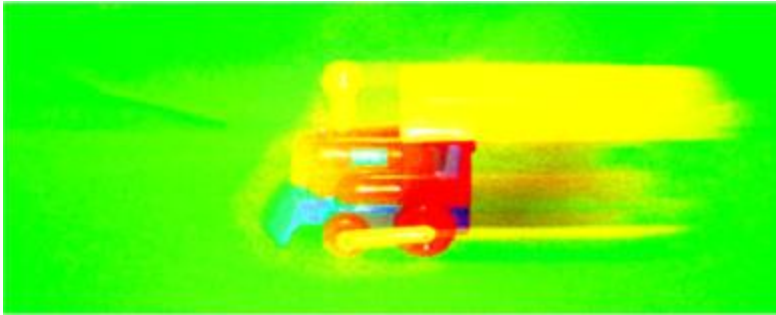
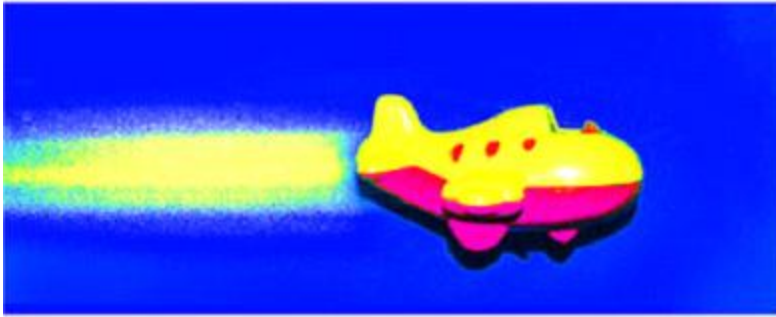
# Travel Policy and Procedures

## Office of Grants Management

Research Foundation of SUNY  
Stony Brook University

April 2007

# Travel by Plane, Trains and Automobiles



This document should serve as a roadmap to Research Foundation (RF) Travel Procedures and Responsibilities.

This information helps to govern the use of travel funds from sponsored program, administrative, and agency accounts.

# Types of Travel

Travel undertaken in connection with

- the performance of operational or administrative RF functions. (F&A or IDC Funds)
- Sponsored programs administered by the RF

Travel cost are generally allowable when they are directly attributed to specific work on Sponsored or IDC projects.

# Responsibilities

Responsibility for administering travel is assigned to the following RF personnel:

- RF travelers
- project or office director
- operations manager or designee  
i.e. Office of Grants Management
- Procurement/Travel Office

# Operations Manager or Designee is responsible for:

Designee = Office of Grants Management  
Procurement/Travel Office

- Ensuring that travel is administered according to the RF travel policies and procedures
- Authorizing reimbursement of expenses higher than the maximum amount or allowance when the additional expense is in the best interest of the sponsored project or administrative function of the traveler and is in compliance with any applicable sponsor regulations.
- Designating a person or office to be responsible for the review and processing of travel payment requests.
- Contact your Grants Management Specialist for additional guidance.

# Project Director

Project directors are responsible for certifying that all travel undertaken in connection with Sponsored projects or administrative functions are made for the express purpose of carrying out project objectives or RF business.

# Research Foundation Travelers

RF travelers are responsible for the appropriate use of, and accurate and timely accounting for,

travel funds provided to them and for compliance with sponsor and RF travel requirements.

# General Regulations & Provisions

The sponsor's travel policy takes precedence over the RF travel policy if;

- the sponsor's regulations are more restrictive than the RF's policy, *or*
- the sponsor has set forth explicit, less restrictive requirements in the RF-approved award document.
- *Note:* A sponsor's travel policy, if used, may require greater substantiation of travel expenditures than the RF requires, or it may require the use of specific rates in paying travel expenses. These rates may be higher or lower than the RF rates.



# NYS Tax Exempt Status

- RF expenses related to New York State (NYS), including New York City (NYC), travel are exempt from state and local sales and use tax.
- When traveling within NYS, travelers should use the [Exempt Organization Certification](#) “ST-119” which can be obtained from the Procurement/Travel Office.

Travelers to NYC should use this same NYS "Exempt Organization Certification" to claim Exemption from the NYC Hotel Room Tax.

The New York State Department of Taxation and Finance requires that the "Exempt Organization Certification (ST.119.1)" form be used in a specific manner with a specific name and address

## Address and Signature

The only version of the certification that may be submitted to suppliers is the one listing Central office's Albany address and the RF treasurer's signature which appears on this certificate.

# Transportation Expenses – Policy

Travelers are expected to travel by the method most conducive to achieving the objectives of the trip while balancing cost, time, and safety.

Added costs incurred for the convenience of the traveler, such as travel by circuitous routes or travel schedules that require nonessential overnight accommodations, must be approved by the operations manager or designee.

# Travel Payment Request Form

Travel expenses must be documented on the [Travel Payment Request Form](#) available from the Procurement/Travel Office Website

[http://www.stonybrook.edu/procurement/employees/travel/rf\\_guidelines.shtml](http://www.stonybrook.edu/procurement/employees/travel/rf_guidelines.shtml)

# Travel Payment Request Form

THE RESEARCH FOUNDATION OF STATE UNIVERSITY OF NEW YORK  
**TRAVEL PAYMENT REQUEST**  
RF 10/19

TVL 707942

PROJECT 1		TASK 2		AWARD 3		EXPENDITURE TYPE 4		ORGANIZATION 5			
DEPT TELEPHONE NUMBER 6		DEPT ZIP 7		ADVANCE 8		DATE 9		P.O. NUMBER 10			
NAME (IF P) MIDDLE INITIAL (I) S (S)						SOCIAL SECURITY NUMBER 12					
HOME ADDRESS (NUMBER AND STREET) 13						CITY 14		STATE 15		ZIP CODE 16	
POINT OF DEPARTURE 17			DATE			POINT OF RETURN 18			DATE		
DESTINATION (COUNTRY, CITY, STATE) AND DESCRIPTION OF TRAVEL 19						<input type="checkbox"/> CONFERENCE		<input type="checkbox"/> FOREIGN TRAVEL			
RELATIONSHIP TO PROGRAM 20						IF REQUIRED, SPONSOR HAS PROVIDED PRIOR APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO					
<input type="checkbox"/> H.A. EMPLOYEE <input type="checkbox"/> S.A. EMPLOYEE <input type="checkbox"/> STUDENT											
REGISTRATION						ENCUMBRANCE		ADVANCE			
						\$ _____ x 100% =		\$ _____			
TRANSPORTATION (Common Carrier)						21		\$ _____ x 100% =		\$ _____	
TRANSPORTATION (All Other)						\$ _____ x 80% =		\$ _____			
LODGING AND MEAL ALLOWANCES						No. of days _____ Lodging \$ _____ Meals \$ _____		\$ _____ x 80% =		\$ _____	
TOTAL ENCUMBRANCE \$ _____						TOTAL ADVANCE (1) \$ _____					
<small>Registration for Research Foundation Campus Travel Policy: Travel Advances require original supporting documentation and final bill of lading to be submitted with the return.</small>											
TRAVELER SIGNATURE 22		DATE 23		PROJECT DIRECTOR SIGNATURE 24		DATE 25		OPERATIONS MANAGER SIGNATURE 26		DATE 27	
TRANSPORTATION						OTHER TRAVEL EXPENSES					
Common Carrier (airfare, train) \$ _____						METHOD I (unreceipted lodging)		METHOD II (receipted lodging)			
Car Rental, Fuel (justification required) \$ _____						No. of days _____ x Rate _____ = \$ _____		No. of days _____ x Rate _____ = \$ _____			
Personal Car Miles _____ x rate 28 \$ _____						MEAL ADJUSTMENT 29		MEAL ADJUSTMENT 30			
Cafe						Breakfast \$ _____		Breakfast \$ _____			
Parking _____						Dinner \$ _____		Dinner \$ _____			
Tolls _____								Meal Total \$ _____			
Taxes _____ \$ _____											
Miscellaneous (explain): \$ _____											
TOTAL (2) \$ _____						TOTAL (3) \$ _____		TOTAL (3) \$ _____			
I hereby certify that the above trip was taken for the purpose indicated, that the above accounting is correct and that the portion has been paid, except as stated on this form and that the balance indicated is due or reimbursable in accordance with Research Foundation Travel Policy						Registration \$ _____		Transportation Expenses (2) \$ _____			
						Per Diem/Meals and Lodging (3) \$ _____		Total Expenses 31 \$ _____			
						Less Advance (P.O. No. _____) (1) \$ _____		Balance Due Traveler \$ _____			
						Balance Due Research Foundation (attach check) \$ _____					
TRAVELER SIGNATURE 32		DATE 33		PROJECT DIRECTOR SIGNATURE 34		DATE 35		OPERATIONS MANAGER SIGNATURE 36		DATE 37	

RF 10/19/13 (10/97) www.stateofny.gov/education

The Research Foundation of SUNY Travel Payment Request  
(Travel Reimbursement Voucher  
“Field Definitions”

1. Research project number to be charged
2. Research task number to be charged
3. Research award number to be charged
4. Expenditure type to be charged to the research grant....domestic or foreign
5. Organization....050 campus department
6. Departments telephone number, for contact purposes
7. Departments zip
8. Advance....indicate in this area if advance is being requested
9. Date travel request form is completed
10. P.O number must be indicated if this is a reconciliation of a previous advance
11. Name of traveler
12. Social Security Number of traveler
13. Home address of traveler....check will be mailed to this address.
14. City
15. State
16. Zip code
17. Point of departure....location, start date and time of travel being requested.
18. Point of return....location, end date and time of travel being requested.
19. Destination....country, city, state and clear description of travel...check boxes for conference or foreign travel.
20. Relationship to program (RF funds only) indicate whether the traveler is State or an RF employee, or Student
21. Complete this area when an Advance is being requested...indicate the total encumbrance and calculate the total advance allowable as per RF travel guidelines.
22. Traveler signature for requested Advance.
23. Date of traveler signature for requested Advance.
24. Project Director Signature /authorized signature allowing expenditure on RF award.
25. Date of Project Director / authorized signature.
26. Operations Manger signature....OGM approval of expenditure on RF award.
27. Date of Operations Manger signature.
28. Transportation....complete itemized listing of all corresponding transportation expense...airfare, train, mileage on personal car, parking, toll, taxis, etc..
29. Method I unreceipted lodging expenses....calculation of number of days traveled times the travel rate of the destination, and meal allowances per diem...total of all appropriate expenses.
30. Method II receipted lodging expenses....original receipts itemizing dates of travel and rate of hotel, and meal allowances, total of all appropriate expenses.
31. Registration total paid should be indicated along with the complete totals of areas #28, transportation expenses, areas #29 & #30, per diem/meals and lodging. Total all the mentioned expenses and less any travelers advances will indicate whether a reimbursement is due to the traveler or the Research Foundation (if applicable: check attached made payable to RF).
32. Traveler signature....verifying all above expenses are correct and directly related to the research grant being charged.
33. Date of traveler signature.
34. Project Directors signature / authorized signature allowing expenditure on RF award.
35. Date of Project Director / authorized signature.
36. Operations Manager Signature....OGM approval required for Sponsored Awards Only / Travel Office for IDC funds.
37. Date of Operations Manger signature

# Original Receipts

The Internal Revenue Service (IRS) requires receipts to document any transportation expenditure over \$75. This limit is per Transportation transaction (e.g., the IRS would require a receipt for a single, long term parking charge of \$80).

# Original Receipts – Continued

At the discretion of the operations manager or Grants Management Specialist and the Procurement/Travel Office, reasonable expenses may be reimbursed without receipts

(e.g., in situations when a receipt could not be obtained or a receipt was lost). In such cases the traveler must provide signed, written explanation that includes the amount requested for reimbursement, the type of expense, the date, and the reason why a receipt cannot be presented.

## Method-Specific Documentation

Each page for a particular type of travel (e.g., personal automobile, train, etc.) includes documentation requirements specific to that type of travel

Mileage, toll charges, and parking fees must be recorded on the [Travel Payment Request Form](#).

# Methods of Travel

This section provides information on the following methods of travel.

- [[Personal Automobile](#)]
- [[Rental Vehicles](#)]
- [[Commercial Airplane](#)]
- [[Taxi and Public Transportation](#)]
- [[Train or Bus](#)]



# Personal Automobile



Personally owned automobiles may be used for Research Foundation business.

It is the responsibility of the operations manager or Office of Grants Management and The Procurement/Travel Office to ensure that additional expense is not incurred by using personally owned automobiles when other transportation methods (e.g., train, plane, rental car, etc.) are appropriate and available.

# Rental Vehicles



Rental vehicles may be used when it is in the best interests of the project or the RF. For example, renting a vehicle would be considered appropriate under the following circumstances:

- renting is the least costly alternative
- renting is the only method of transportation available
- renting will eliminate substantial delays.

# Insurance

- The Research Foundation carries a non-owned automobile liability insurance policy to protect the RF against claims and losses arising from injury or property damage to third parties. The RF policy does not reimburse RF employees or project staff for damage to personal vehicles or their personal auto policy deductible. Additional named insurers on the RF's policy include employees, project directors, volunteers, and others who are working within the scope of their employment on RF business or who are conducting RF business under the direction of a project director or other person authorized to act on behalf of the RF.
- In the event of an accident, the underlying liability coverage on the personally owned automobile becomes primary for the payment of any claims. If the driver of the personally owned automobile is not the owner, any valid and collectible automobile insurance carried by the owner becomes primary. The insurance carried by the driver of the automobile then becomes secondary.
- After all valid and collectible underlying automobile insurance coverage has been exhausted, the RF's non-owned automobile insurance policy will cover the amount of any valid claim that exceeds the underlying policies. Refer to [Personal Automobile Use](#) in the Insurance Manual for more information.

# RF Insurance Law Changes (Rental Vehicles)

Vehicles should be rented in the name of the Research Foundation. This ensures that both the RF and the traveler are properly covered by insurance and eliminates any confusion regarding liability for coverage in the event of an insurance claim.

## Essential Policies, Procedures and Resources

Staff traveling on Research Foundation Business are now required to purchase the optional Loss Damage Waiver (LDW) or the Collision Damage Waiver (CDW) coverage to ensure protection from losses due to damaged vehicles. In addition, rental agreements must note the RF campus address, not the individual's home address.

These steps are necessary to protect the traveler from being held personally responsible (by the rental company) for liabilities resulting from business use of vehicles.

[http://www.stonybrook.edu/procurement/employees/travel/rf\\_guidelines.shtml](http://www.stonybrook.edu/procurement/employees/travel/rf_guidelines.shtml)

# Important Updated Travel Information

## Changes to Insurance Coverage for Any Car Rental Agency

The RF would be liable for damages to the Rental Vehicle if you do not purchase Loss Damage Waiver (LDW) or Collision Damage Waiver (CDW) insurance from the rental company. Travelers must notify the Procurement/Travel Office immediately to file a claim for damages.

**Claims must be filed within 20 days from the date of the accident. CDW or LDW is the only type of insurance that will be reimbursed to the traveler. Any additional insurance purchased such as Personal Accident Insurance (PAI), Personal Effects Insurances (PEI) or Supplementary Liability (SLP) will not be reimbursed.**

Please contact Rosalie Makarick of the Procurement/Travel Office at 2-6022 for additional information and or questions.

# CITIBANK TRAVEL ACCOUNT

- In order to reduce out of pocket expenses for University Travelers, airline and rail tickets can be ordered directly through Austin Travel to secure State Contracted Rates.
- RF Travelers must contact Austin Travel stating they wish to use the CTA account and payment will be made using Research Funds. Obtain a written quote for Austin for the tickets. The Traveler must then prepare a Research Purchase Requisition and submit it along with the attached quote within 24 hours. Requisitions using sponsored funds must be submitted to the Office of Grants Management for review and approval. Requisitions using IDC accounts can be submitted directly to the Procurement Office. The Procurement Office must then confirm the order with Austin Travel in order for the tickets to be released.
- Please note: (SBF) STONY BROOK FOUNDATION FUNDS CANNOT BE USED FOR THE CTA TRAVEL ACCOUNT.

# Travel Checklist

In order to avoid a delay of travel expense reimbursement, here are some reminders for both State And Research travel according to audit requirements. Include the following receipts/documentation Where applicable.

- Submit an **original hotel bill** with itemized breakdown of charges.
- When your lodging exceeds the federal per diem rate for either domestic or foreign travel, you should submit an over the maximum justification explaining why you stayed at a particular hotel (e.g. conference hotel or site). The hotel rate will automatically be adjusted to the government rate if the justification is not submitted with the voucher.
- Lodging location should be identified when only claiming meals.
- When traveling with a coworker on either State or RF funds, each traveler must claim his own lodging, meals and registration fees.
- Attach a program/brochure indicating conference dates, location and daily schedule or agenda.
- Submit a **car rental receipt** (rental agreement). A justification is required when lodging is at conference site. Taxes in NYS are **not** reimbursable.
- Business call justification: Document purpose, telephone number and party called. (For research funded travel **only**, a traveler is allowed **one** personal call per day not to exceed \$5.00).
- **Registration fees** require the registration form and one of the following: canceled check, copy of credit card statement, or confirmation from the conference event indicating the dollar amount paid.
- Effective January 1, 2007, the current IRS mileage rate is 48.5 cents per mile for business travel. This rate applies to State, Research Foundation and Stony Brook Foundation travel.
- **Telephone number** where a contact person can be reached.

# Travel Tips

It's common knowledge that you give yourself more time when traveling by air, however here are some lesser known, equally valuable tips and guidelines:

Luggage Issues Check your carry on bag for items from a previous trip that could now present a problem. Avoid sharp or metallic objects (i.e. knives, scissors and blades of any type or size) These items must be stored in your checked baggage. They will not be allowed onboard the aircraft and may be confiscated.

Curbside baggage check-in may be severely restricted and subject to rapid change. Check with your airline to determine if they are currently offering this service. Check with your carrier prior to departure regarding the permitted number of pieces and size of luggage.

For carry-on baggage, limit the number and type of electronic equipment you carry with you. i.e. cell phones, paging devices, laptop computers, personal listening devices, electronic toys and games, ect. The necessity of screening these devices may create delays in your check-in process. Whenever possible, these items should be placed in your checked baggage.

If you have a medical condition that requires you to carry a needle and/or syringe, you must have the medication that requires such injection on your person. The medication must be packaged with a pharmaceutical label or professionally printed label identifying this medication.

Bring Refreshments: Many airlines have severely curtailed or totally canceled in-flight food service. However, airlines are asking that you purchase food items you wish to carry onboard the aircraft once you have completed the screening process. Avoid carrying bottles of liquid through the screening checkpoint.

Stay Informed: Take the time to check local newspapers, public service announcements and websites to determine if new procedures have been instituted. Rules may be changing daily.

Don't Drive... Ride whenever feasible. Parking and curbside access are likely to be controlled and limited. Parking availability and measures to control parking facilities are subject to rapid change also.

Expect Tougher Security You will be required to have government issued ID when you check-in for your flight. You may be asked to produce this ID, again, at other stages of the check-in process. Be prepared to show ID as well as boarding cards at each stage of the boarding process. Only ticketed passengers will be allowed beyond the screening checkpoint. If you have a medical, parental or other specific, verifiable need to accompany a ticketed passenger, check with your airline to determine how they like you to proceed.

## Check in Will Take Longer

Automatic check-in Kiosks may not be available. Give yourself enough time to check-in, in person at the ticket counter. If you are utilizing an e-ticket or ticket less travel, confirm with your airline what you will need at check-in. You may need to have a specific written confirmation document such as a letter form the air carrier acknowledging your reservation.



# Reimbursable & Non-Reimbursable Expenses

## Reimbursable Cost

- Tolls, parking fees, fuel, and the cost of renting a vehicle are reimbursable.

## Non-reimbursable Costs

- **Insurance** – The cost of Personal Accident Insurance (PAI) or Personal Effects Insurance (PEI) is not reimbursable.
- **Citations/Violations Incurred While on RF Business** – In accordance with RF policy, fines and related towing charges for traffic violations, illegal parking, or speeding are not reimbursable.

# Commercial Airplane



- Travelers are expected to use the lowest-priced available, appropriate, coach-class airfare. First class or business class may be used when no reasonable alternative is available. In compliance with the Fly America Act, all foreign travel charged to federally funded projects must be on a U.S. flag air carrier.

# Airline Expenses

- The cost of airplane tickets (including taxes) is reimbursable. The cost of tolls, parking, and mileage related to airplane travel (e.g., travel to and from and parking at the airport) is reimbursable.
- Requests for reimbursement for airplane tickets must be supported by the *original passenger coupon* or E-Ticket

# Non-reimbursable Airline Expenses

- Nonrefundable airline tickets should NOT be charged to a sponsored program account if a trip is cancelled.
- According to OMB Circular A-21, "Cost Principles for Educational Institutions," a cost can be charged to a project if there is a direct benefit to the project. If the trip is cancelled, there is no benefit to the project, and the cost should be charged to a non-sponsored award.
- If in the future the project director wishes to pay the airline transfer fee and use the ticket for another purpose benefiting the project, then the cost of the ticket plus the transfer fee can be charged to the sponsored project.

# Travel by Taxi



- Travelers may want to use taxis or public transportation for travel
- between their residence or official station and the local transportation terminal.
- from one transportation terminal to another transportation terminal.
- between transportation terminal and lodging.
- between transportation terminal and destination.
- between lodging and destination.
- *Travelers should use the most economical means of transportation whenever possible.*

*The cost incurred for the use of taxicabs is reimbursable with receipts. Without receipts, the total maximum reimbursement is \$75 each way (or a lower dollar limit established by the operating location).*

*Tips are included in the maximum. Public Transportation The cost of necessary bus or subway trips is reimbursable.*

# Train or Bus



Travel by train or bus should be by coach if the one-way distance is 200 miles or less. Rail travel in excess of 200 miles one way may be first class. For first class, chair accommodations must be used during the day and roomette accommodations may be used for overnight travel. Roomettes are economy accommodations that include a bunk and a sink.

- The cost of the train or bus ticket is reimbursable. The cost of tolls, parking, and mileage related to train or bus travel (e.g., travel to and from and parking at the station) is reimbursable
- Ticket stubs to support reimbursement of each expenditure over \$75
- Original receipts for any additional costs, such as tolls, parking, or mileage, must be attached to the form for each expenditure over \$75

# Lodging and Meal Expenses



- In order to be reimbursed for both meals and lodging, a traveler must be in official travel status, i.e., at a distance greater than 35 miles from both the traveler's official station and place of residence. Travelers may be reimbursed for lodging and meals on weekends and holidays while in travel status.
- Travel Payment Request Form  
Travel expenses must be documented on the [Travel Payment Request Form](#)
- Nonovernight Travel  
When claiming a meal allowance payment or reimbursement for nonovernight travel, use the Travel Payment Request Form. Please note that meal allowance is taxable and payment made via the Payroll process.  
**(Exception for Business Travel to RF Office in Albany, NY) Meal expenses incurred by a Research Foundation employee in conjunction with a Research Foundation business meeting are treated by the IRS as *miscellaneous business expenses*. Reimbursements for such expenses are *not* included in the employee's gross income, and are *not* subject to IRS reporting, taxation, and withholding requirements.**
- Original Receipts  
Use of receipts to document lodging expenses is dependent on the method of reimbursement used. Use of receipts to document meal expenses is not required.
- At the discretion of the Office of Grants Management and Procurement/Travel Office reasonable expenses may be reimbursed without receipts (e.g., in situations when a receipt could not be obtained or a receipt was lost). In such cases the traveler must provide a signed, written explanation that includes the amount requested for reimbursement, the type of expense, the date, and the reason why a receipt is not being presented.

# Per Diem Rates

When traveling on business, the State University of New York uses the per Diem rates established by the Federal Government.

The domestic maximum per diem rates for the 2007–2008 have been released and are effective for travel effective 3/17/2008.

- Maximum travel per diem rates for current and prior years for the Continental US are available at the Procurement/Travel Website.

[http://www.stonybrook.edu/procurement/employees/travel/rf\\_guidelines.shtml](http://www.stonybrook.edu/procurement/employees/travel/rf_guidelines.shtml)



# CONUS – Continental United States

- Any area that is not specifically listed in the Government Services Administration (GSA) website is assigned the standard CONUS (Continental United States) per diem rate.

# Foreign Per Diem Rates

- Maximum travel per diem rates for foreign areas can be found at the following websites:

Department of State: <http://www.state.gov/m/a/als/prdm/>

Procurement/Travel:

[http://www.stonybrook.edu/procurement/employees/travel/rf\\_guidelines.shtml](http://www.stonybrook.edu/procurement/employees/travel/rf_guidelines.shtml)

# Meal Eligibility

Eligibility for an allowance or reimbursement for breakfast and/or dinner is determined by the time of departure from the traveler's official station or home and the time of return to the traveler's official station or home, according to the following table:

On the day of departure, the traveler is eligible for...	if travel begins before...
breakfast	7:00 a.m.
dinner	6:00 p.m.
On the day of return, the traveler is eligible for...	if the trip ends after...
breakfast	8:00 a.m.
dinner	7:00 p.m.

Allowance and reimbursement rates are determined by the city to which the traveler travels in order to accomplish the purpose of the trip. No reimbursement will be made for lunch. *One meal allowance* is a combination of one breakfast and one dinner (or vice versa).

# Meal Allowance Rates –Continental US

Allowance rates for meal cost are based on the employees travel location.

i.e. The locations for the Continental US are listed in the following website.

[http://www.stonybrook.edu/procurement/employees/travel/rf\\_guidelines.shtml](http://www.stonybrook.edu/procurement/employees/travel/rf_guidelines.shtml)

Sample Rates and Breakdown:

	Breakfast	Dinner	County
\$64 Meal Allowance	\$13	\$51	Manhattan
\$59 Meal Allowance	\$12	\$47	Queens
\$54 Meal Allowance	\$11	\$43	Essex
\$49 Meal Allowance	\$10	\$39	Rockland
\$44 Meal Allowance	\$9	\$35	Niagara
\$39 Meal Allowance	\$8	\$31	Rensselaer

# Overnight Meal Payments

There are two methods to reimburse travelers for the cost of overnight meals and lodging.

- [Method I](#), a per diem allowance, which reimburses lodging, meals, and incidental expenses without use of receipts
- [Method II](#), a modified per diem allowance, which requires receipts for lodging reimbursements. Receipts are not required for meals and incidental expenses (M & IE).
- Travelers should choose one of these two methods. In some instances it is necessary to use both methods. In both methods, lunch is not reimbursable. The per diems include expenses such as tips to bellmen, hotel maids, etc.

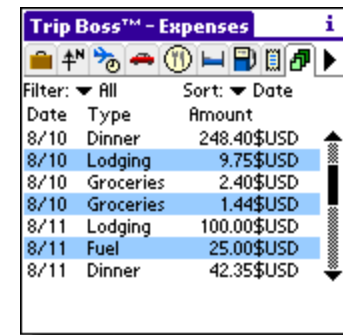
# Non-Overnight Meal Payments Procedure through Payroll

When the traveler is in non overnight travel status for less than a full day and incurs no lodging expenses, reimbursement for breakfast and dinner will be made in accordance with the eligibility for meal requirements described in [Meal Eligibility](#). However, under most circumstances, this reimbursement is considered *taxable income* by the Internal Revenue Service

- In accordance with the [RF Nonovernight Meal Payments Policy](#), nonovernight meal payments are taxable to the employee and will be reflected in the employee's gross income and reported on the employee's Wage and Tax Statement (IRS form W-2). **Exception to Policy:** Meal expenses incurred by a Research Foundation employee in conjunction with a Research Foundation business meeting are treated by the IRS as *miscellaneous business expenses*. Reimbursements for such expenses are *not* included in the employee's gross income, and are *not* subject to IRS reporting, taxation, and withholding requirements.
- In addition to taxes being withheld, associated fringe benefits will be charged to the project/task/award number indicated on the Travel Payment Request Form.

Payments are subject to review by the Office of Grants Management to ensure compliance with sponsor guidelines and RF policy and procedure.

# Miscellaneous Expenses



The screenshot shows the 'Trip Boss™ - Expenses' window. It features a toolbar with icons for home, refresh, print, and other functions. Below the toolbar, there are dropdown menus for 'Filter: All' and 'Sort: Date'. The main area contains a table of expenses with columns for Date, Type, and Amount. The table is sorted by date, and the rows are highlighted in blue.

Date	Type	Amount
8/10	Dinner	248.40\$USD
8/10	Lodging	9.75\$USD
8/10	Groceries	2.40\$USD
8/10	Groceries	1.44\$USD
8/11	Lodging	100.00\$USD
8/11	Fuel	25.00\$USD
8/11	Dinner	42.35\$USD

- All necessary local and long distance telephone calls and necessary faxes of documents are reimbursable when business need is appropriately documented. To minimize substantial additional charges added by hotels, it is recommended that the traveler
- use a calling card, public phone, or credit card.
- avoid making phone calls that use the hotel's telephone switchboard service.
- question any extra hotel telecommunications charges, except for minimum surcharges.
- Documentation Requirements

Telephone calls are appropriately documented by listing the name of the party called, place called, date of call and reason for call. Faxes are documented by listing the date, purpose, fax number to which the document was sent, recipient, and number of pages for each facsimile. If available, receipts should be attached.

# Personal Calls



- While the traveler is in travel status, on RF business, the RF will reimburse for 1 personal phone call per day, allowing the traveler reasonable contact with his or her immediate family up to a \$5.00 daily maximum.



# Accompanying Dependents

- Travel costs for dependents accompanying the traveler are NOT reimbursable except when allowed by the sponsor. Written evidence documenting sponsor approval must accompany the travel payment form in all cases when such costs are claimed.

# Extended Travel Status

- When a traveler is on an indefinite assignment (versus a temporary assignment) and makes arrangements for accommodations at other than a hotel/motel, the Office of Grants Management and Procurement/Travel Office should determine whether the per diem should be adjusted to an amount comparable with the cost incurred.
- According to IRS regulations, an assignment expected to last less than one year will usually be treated as temporary. The Office of Grants Management and Procurement/Travel Office will also determine whether it is in the best interest of the sponsored project or RF to change the employee's official station to the address of the destination office to which the traveler is assigned.
- When authorized by the Office of Grants Management and Procurement/Travel Office, an employee will be reimbursed for expenses incurred when returning home on weekends or holidays. Reimbursement is limited to the amount the employee would have received had he or she remained in the field.

# Foreign Travel Sponsor Guidelines



**Travelers should consult with their Grants Management Specialist prior to foreign travel.**

Travelers should review sponsor regulations, award terms and conditions before traveling outside the United States. Many sponsors have different requirements for foreign travel, and some have certain programs that award funds for international research and/or training.

If a traveler plans to rent a vehicle while in a foreign territory, notify the Office of Grants Management prior to travel, OGM will notify The Office of the General Counsel and Secretary.

**International Travel Policy –  
Advance Approvals Required for Travel to Any Country  
Appearing in the Current Travel Warnings List**

**Travel to any county indicated by the US Department of State with a “Travel Warning”.**

The International Travel Policy applies to any person employed by, representing, or acting on behalf of the RF for travel outside the US (International Travel) on official RF business.

Prior approval must be obtained in writing from the Vice President for Research and campus president for all campus staff.

In accordance with the RF policy the Office of Grants Management will notify RF central office of all approved travel prior to the travel taking place.

# Travel Warnings

The U.S. Department of State Bureau of Consular Affairs

- Issues travel warnings recommending that Americans avoid travel to certain countries
- List the countries and dates of the travel warnings on their Web site.

[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

The screenshot shows the U.S. Department of State website interface. At the top, there is a navigation bar with links for Home, Contact Us, Email this Page, FOIA, Privacy Notice, and Archive. Below this is the U.S. Department of State logo and the text "U.S. DEPARTMENT of STATE" and "TRAVEL.STATE.GOV BUREAU OF CONSULAR AFFAIRS". The date "Friday December 1, 2006" is displayed on the left. A main navigation menu includes "INTERNATIONAL TRAVEL", "PASSPORTS", "VISAS", "CHILDREN & FAMILY", and "NEWS". The "INTERNATIONAL TRAVEL" section is expanded, showing a list of links: "International Travel Home", "Traveling to the Caribbean, Bermuda, Panama, Mexico, or Canada?", "International Travel Information", "Travel Warnings" (highlighted), "Consular Information Sheets", "Public Announcements", "Avian Flu Fact Sheet", "Hurricane Season - Know Before You Go", "Doha 2006 Asian Games Fact Sheet", "Tips for Traveling Abroad", "Registration with Embassies", "Plan Your Trip", "Regional Information", and "Safety Issues". The "Travel Warnings" section is active, displaying the text: "Travel Warnings are issued when the State Department recommends that Americans avoid a certain country. The countries listed below are currently on that list. In addition to this list, the State Department issues [Consular Information Sheets](#) for every country of the world with information on such matters as the health conditions, crime, unusual currency or entry requirements, any areas of instability, and the location of the nearest U.S. embassy or consulate in the subject country." Below this text, a list of current travel warnings is shown: [Algeria](#) 11/22/2006, [Chad](#) 11/20/2006, [Central African Republic](#) 11/17/2006, [Syria](#) 11/13/2006, [East Timor](#) 11/01/2006, and [Sri Lanka](#) 10/23/2006. There are also "print" and "email" icons.

# Intelligence Reform and Terrorism Prevention Act of 2004

Requires that travelers must have a passport or other secure, accepted document to enter or re-enter the U.S. to and from the Caribbean, Bermuda, Panama, Mexico and Canada.

**Effective January 23, 2007,**

Requirement applies to:

ALL persons, including U.S. citizens, traveling by **air** between the United States and Canada, Mexico, Central and South America, the Caribbean, and Bermuda will be required to present a valid passport, Air NEXUS card, or U.S. Coast Guard Merchant Mariner Document, or an Alien Registration Card, Form I-551, if applicable.

**Beginning January 1, 2008,**

Requirement applies to ALL persons, including U.S. citizens, traveling between the U.S. and Canada, Mexico, Central and South America, the Caribbean, and Bermuda by **land** or **sea** (including ferries), may be required to present a valid passport or other documents as determined by the Department of Homeland Security.

[http://travel.state.gov/travel/cbpmc/cbpmc\\_2223.html](http://travel.state.gov/travel/cbpmc/cbpmc_2223.html)

# New Requirements for Travelers

The passport requirement does NOT apply to U.S. citizens traveling to or returning directly from a U.S. territory. U.S. citizens returning directly from a U.S. territory are not considered to have left the United States and do not need to present a passport.

U.S. territories include the following: Guam, Puerto Rico, the U.S. Virgin Islands, American Samoa, Swains Island, and the Commonwealth of the Northern Mariana Islands.

# Canadian Travel

- Some sponsors consider Canadian travel to be domestic travel while others consider it foreign travel. Travelers should check sponsor guidelines to determine how their sponsor classifies Canadian travel and categorize it accordingly for payment purposes. Even when travel to Canada is considered domestic by the sponsor, travelers should claim foreign rates for payment unless the award instrument or sponsor regulation provides otherwise.



# International Travel Assistance (Administered through the Benefits Section of the H.R. Office)

The Research Foundation contracts with International SOS® Assistance, Inc. to administer Worldwide Emergency Assistance Services, including Global Security Services. Travel assistance benefits include a 24-hour/day-365 day/year call center where a traveler can obtain and has access to

- emergency and routine medical advice
- medical and prescription medication referrals
- medical evacuation
- lost document assistance
- legal referrals
- contact information for embassies
- emergency messages to family members
- emergency telephone translation service
- security analysis of risk conditions throughout the world
- an international network of crisis centers
- an experienced crisis management team
- emergency evacuation

The SOS Alarm Center is located in Philadelphia, PA  
Tel: 215-942-8226  
Fax: 215-354-2338

International SOS Assistance, Inc. provides Members Resources on their Web site at <http://www.internationalsos.com>

For additional information on this program please contact Cori Ribaudó at Human Resource Services: 631-632-6163 or Lisa Coleman email: [Cori.Ribaudó@stonybrook.edu](mailto:Cori.Ribaudó@stonybrook.edu) or [Lisa.Coleman@stonybrook.edu](mailto:Lisa.Coleman@stonybrook.edu)

# Emergency Medical Benefit Program

Effective January 1, 2007 the Research Foundation will offer an emergency medical benefit program for overseas travelers, in conjunction with our international emergency medical evacuation coverage through International SOS. CIGNA will insure the program, called "Medical Benefits Abroad", through its International Expatriate Benefits (CIEB) division. The key advantage is that in most situations travelers will no longer need to pay upfront for emergency medical services and then file a claim with their US-based plan for reimbursement.

Because CIGNA is recognized worldwide and has agreements with hospitals and other health care providers in many international locations this program has been made available to the RF. Best of all, this plan is offered on a blanket basis to all RF and SUNY employees traveling on RF business AT NO COST to the traveler.

The traveler should obtain International S.O.S. and CIGNA brochures and ID cards before leaving the country and also view their Web sites

([www.InternationalSOS.com](http://www.InternationalSOS.com) and [www.cigna.com/expatriates](http://www.cigna.com/expatriates)) for more information about their services.

[https://portal.rfsuny.org/pls/portal/PORTAL.www\\_media.show?p\\_id=1821333&p\\_settingssetid=1&p\\_settingssiteid=0&p\\_siteid=1316&p\\_type=asetext&p\\_textid=1821334](https://portal.rfsuny.org/pls/portal/PORTAL.www_media.show?p_id=1821333&p_settingssetid=1&p_settingssiteid=0&p_siteid=1316&p_type=asetext&p_textid=1821334)

If you have any questions about the program, contact Cori Ribaudó in RF Human Resources at (631) 632-6163.

Travelers (and their dependents who travel with them) will then be covered once they leave the country for all travel of 90 or fewer consecutive days.

For travelers on longer-term assignments, The RF is offering a more comprehensive benefits program through CIEB called "Global Health Advantage", which covers routine and emergency care worldwide, and is also offered at no cost to the traveler.

# Meals, Lodging and Incidentals

- Travel costs must comply with OMB Circular A-21 requirements, specific sponsor regulations, and must be in accordance with all RF travel policies. Payment for foreign travel is calculated using [Method I](#). No receipts are required for lodging or meals. The rates are per diem allowances including meals, lodging, and [incidental expenses](#).
- When sponsors allow foreign travel but do not provide a schedule of allowance, the U.S. State Department's [Maximum Travel Per Diem Allowances for Foreign Areas](#) must be used. The rates for Alaska, Hawaii and Puerto Rico are established by the Department of Defense in [Official DoD Per Diem Rates](#). These rates are subject to change monthly.
- The eligibility for meals is the same as for domestic travel (see [Meal Eligibility](#)).

# Fly America Act



What is it?

A law enacted by Congress to protect American air carriers competing in international markets.

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.

The Fly America Act (FAA), and the federal requirements applicable to air travel/transportation under a sponsored project.

For many years the federal government has required that US flag air carriers be used except in limited circumstances. The National Science Foundation (NSF) *Grants Policy Statement* provides the best guidance for the use of US–flag air carriers.

*Any air transportation to, from, between or within a country other than the US, must be performed by a US–flag air carrier if service provided by such a carrier is available.*

[https://portal.rfsuny.org/pls/portal/docs/PAGE/TRAVEL/INTERNATIONAL\\_TRAVEL2/FLYAMER.HTM](https://portal.rfsuny.org/pls/portal/docs/PAGE/TRAVEL/INTERNATIONAL_TRAVEL2/FLYAMER.HTM)

## FAA Continued

The FAA requirements prescribe that US–flag air carrier service be used to transport personnel and property when the costs are charged directly to a sponsored project.

This includes air transportation to, from, between, and within a country other than the US when US–flag air carriers are available even if:

- comparable or a different kind of service can be provided at less cost by a foreign–flag air carrier.
- foreign–flag air carrier service is preferred by, or is more convenient for the traveler.
- service by a foreign–flag air carrier can be paid for in excess foreign currency.

# Use of US–Flag Air Carriers

These requirements apply to the use of a US–flag air carrier, unless the journey results in the first or last leg of travel from/to the US being performed by a foreign–flag air carrier:

- A US–flag air carrier shall be used to the destination, or in the absence of direct or through service, to the farthest interchange point on a usually traveled route.
- If a US–flag air carrier does not serve an origin or interchange point, a foreign–flag air carrier shall be used only to the nearest interchange point on a usually traveled route to connect with a US–flag air carrier.
- If a US–flag air carrier involuntarily reroutes the travel via a foreign–flag air carrier, the foreign–flag air carrier may be used notwithstanding the availability of alternative US–flag air carrier service.

[https://portal.rfsuny.org/pls/portal/docs/PAGE/TRAVEL/INTERNATIONAL\\_TRAVEL2/FLYAMER.HTM](https://portal.rfsuny.org/pls/portal/docs/PAGE/TRAVEL/INTERNATIONAL_TRAVEL2/FLYAMER.HTM)

# Use of Foreign–Flag Air Carriers

## Definition of: Between Points Outside the US

The travel is not part of a trip to/from the US, and use of a US–flag air carrier would extend the time in travel status by at least 6 hours more than travel by a foreign–flag air carrier.

## Definition of: Short Distance

For all short distance travel, regardless of origin and destination, use of a Foreign flag air carrier is permissible if elapsed travel time is 3 hours or less and service by a US–flag air carrier would double the time.



# Foreign–Flag vs. US–Flag Air Carriers

It may be confusing to determine just exactly what is a foreign–flag air Carrier versus a US flag–air carrier because of various global airline alliances. The federal government has issued guidelines to help in that determination. The US Comptroller General issued a decision on September 25, 1991:

*Travel under a ticket issued by a US–flag air carrier which leases space on foreign–flag air carrier under a **code–share arrangement is allowable**. The ticket (or documentation for an electronic ticket) must identify the US–flag air carrier's designator code and flight number.*

## Sanctions

Non compliance with the FAA requirements can be subject to disallowance of costs. An automatic audit disallowance will result if an inappropriate air carrier is used, and the expense is charged to a federal award.

## Most common US Flag Carriers Route Map Links

American Airlines

<http://www.aa.com/content/aboutUs/whereWeFly/maps/world.jhtml>

Continental Airlines

<http://www.continental.com/web/en-US/content/travel/routes/default.aspx>

Delta Airlines

[http://www.airlineroutemaps.com/USA/Delta\\_Airlines.shtml](http://www.airlineroutemaps.com/USA/Delta_Airlines.shtml)

Northwest Airlines <http://www.nwa.com/travel/trave/route/>

United Airlines

[http://www.unitedairlines.co.jp/jsp/en/planning/route\\_maps.jsp](http://www.unitedairlines.co.jp/jsp/en/planning/route_maps.jsp)

Full listing of carriers <http://ostpxweb.dot.gov/aviation/certific/certlist.pdf>

# Exceptions to The Fly America Act

The exceptions are:

If a U.S. flag air carrier offers nonstop or direct service (no aircraft change) from your origin to your destination, you must use the U.S. flag air carrier service unless such use would extend your travel time, including delay at origin, by 24 hours or more.

If a U.S. flag air carrier does not offer nonstop or direct service (no aircraft change) between your origin and your destination, you must use a U.S. flag air carrier on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

- (1) Increase the number of aircraft changes you must make outside of the U.S. by 2 or more; or
- (2) Extend your travel time by at least 6 hours or more; or
- (3) Require a connecting time of 4 hours or more at an overseas interchange point.

Additional information on compliance with the Fly America Act and these Exceptions are available at the following web link:

<http://www.ogc.doc.gov/ogc/fl/fald/itl/itlv14.pdf>

# Travel Advances

- The Research Foundation will advance funds to travelers upon approval of the Project Director and the Office of Grants Management and the Procurement/Travel Office.
- Travel advances are limited to 80% of the maximum per diem allowance for meals and lodging and 100% of transportation cost.
- Only one travel advance will be issued at a time with the exception of continuous travel status or unusual circumstances.
- An advance request will only be approved for travel dates within the active dates of the sponsored award.

# Travel Advance Procedure

- Complete the Encumbrance or Advance portion of the Travel Payment Request Form.
- Complete all personal and trip information. Include campus department phone number, dates, times of travel, destination and purpose of travel.
- Indicate specific mailing instructions for the check. If the check is to be mailed, the complete home address must be referenced. If the check is to be picked up at the Bursar's Office, indicate "Bursar's Office" on the home address section. Checks may not be mailed to the campus department.
- Complete all trip information and list all anticipated expenses to be advanced for transportation, meals, and lodging with the allowable per diem rates.
- When charging Sponsored Awards the travel request form is signed by the traveler and the Project Director and forwarded to the Office of Grants Management for review and approval. Please note that the Travel Advance Request should be submitted two to four weeks prior to travel. When charging IDC funds, the Travel Advance Request form should be submitted to the Procurement/Travel Office directly.
- The Procurement/Travel Office will initiate payment upon receipt of Advance Request. The original copy of the form along with a copy of the reconciliation procedures will be sent to the traveler at his or her campus address.

# Reconciliation of Travel Advances

Within two weeks of the return from the trip:

- Complete the “Payment or Actual Expense” portion of the original Research Foundation Travel Payment Request Form.
- Attach original receipts to support the advance, i.e. airline passenger receipt, hotel bill, auto rental contract
- Attach all required justifications and explanations. i.e. over the maximum lodging, car rental use
- For Sponsored Funds – Submit the complete package to the Office of Grants Management
- For IDC Funds – Submit to the Procurement/Travel Office

# Documentation Flow

PI Plans Travel & Completes Documentation



Submission to OGM



OGM Review and Approval



IDC Funds Submitted to Procurement/ Travel Office



Procurement/Travel Office Review and Approval



Sponsored Funds  
OGM Submits Approved Travel Documentation



Travel A/P Enters into Oracle System for Payment by RF Central



# References

[http://www.stonybrook.edu/procurement/employees/travel/rf\\_guidelines.shtml](http://www.stonybrook.edu/procurement/employees/travel/rf_guidelines.shtml)

<http://www.state.gov/m/a/als/prdm/>

[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

<http://www.InternationalSOS.com>

<http://www.cigna.com/expatriates>

[https://portal.rfsuny.org/pls/portal/PORTAL.www\\_media.show?p\\_id=1821333&p\\_settin ssetid=1&p\\_settingssiteid=0&p\\_siteid=1316&p\\_type=asetext&p\\_textid=1821334](https://portal.rfsuny.org/pls/portal/PORTAL.www_media.show?p_id=1821333&p_settin ssetid=1&p_settingssiteid=0&p_siteid=1316&p_type=asetext&p_textid=1821334)

<http://www.aa.com/content/aboutUs/whereWeFly/maps/world.jhtml>

<http://www.continental.com/web/en-US/content/travel/routes/default.aspx>

[http://www.airlineroutemaps.com/USA/Delta\\_Airlines.shtml](http://www.airlineroutemaps.com/USA/Delta_Airlines.shtml)

<http://www.nwa.com/travel/trave/route/>

[http://www.unitedairlines.co.jp/jsp/en/planning/route\\_maps.jsp](http://www.unitedairlines.co.jp/jsp/en/planning/route_maps.jsp)

<http://ostpxweb.dot.gov/aviation/certific/certlist.pdf>

<http://www.ogc.doc.gov/ogc/fl/fald/itl/itlv14.pdf>



# Contacts

Office of Grants Management  
631-632-9038

Rosalie Makarick  
Procurement/Travel Office  
631-632-6022  
rosalie.makarick@stonybrook.edu  
u