

# Traveling for Brown University on a Federally Funded Award



Plan ahead and know **what costs are allowable** before you travel.

What to review: 1) OMB Uniform Guidance Cost Principles [2 CFR 200.475](#); 2) Sponsor's award terms and conditions; 3) University's travel policies; and 4) [OSP's Travel Policy](#).

## When traveling on a federally funded award, please keep in mind:

- There must be a clearly defined relationship between the traveler and how they support the work of the project, documented in the expense report. If the traveler is paid on the project, that provides sufficient documentation of the relationship.
- The costs must be allowable, allocable, and reasonable.
- All expenses on the expense report must provide a direct benefit to the sponsored project. The *benefit to the project* must be clearly stated in the expense report memo heading.
- The traveler cannot claim both **actual** meal expenses and **per diem** during the same trip. Only one type of meal reimbursement may be chosen per trip.
- If the sponsor's approval is required for the travel, the approval must be attached as supporting documentation.
- If sponsor terms require a U.S. carrier for airfare and a foreign carrier is used, the [exception to the Fly America Act](#) must be documented in the expense report.
- When using Brown's preferred travel agency, FCm Travel Solutions
  - \* For foreign travel, the [Request for Direct Payment of Airfare/Train Expense Form](#) must be used and signed by OSP, prior to providing to Accounts Payable for approval. Accounts Payable will send a copy of the form to FCm Travel Solutions, so they'll know whether a foreign carrier is allowable.
- Lodging rates are reimbursed at the University's maximum daily rate (see [Annual Spending Guidelines](#)), unless the award terms & conditions state otherwise, or reference use of the U.S. General Services Administration (GSA) lodging rates. When traveling for a conference, it is appropriate to stay at the hotel hosting the conference, even if the rate exceeds the University's guidelines, however, the room must be booked at the conference rate.
- Upgraded airfare costs may be allowable when the least expensive, unrestricted accommodation class is not reasonably adequate for the traveler's medical needs. This must be justified and the conditions documented. This will be reviewed on a case-by-case basis in order for the use of first-class or business-class airfare to be allowable in such cases.
- For commonly asked sponsored travel questions, see [OSP's FAQs](#).
- For help navigating allowable travel expenses or exceptions to the Fly America Act, contact your department's Grant Specialist/Grant Manager. If department staff is unable to answer questions, they should reach out to their OSP Post Award Grant/Contract Accountant for guidance.



## Multipurpose Trips

**\*Additional documentation is required for trips that have multiple purposes or include personal stays.\***

- If you are booking a flight with more stops or a longer duration than required for the business trip, due to **personal travel**, then a comparison quote must be obtained **at the time of booking** to show the exact airfare for the sponsor-related portion of the trip (including price, dates, and air class). That quote must be attached to the expense report in Workday.
- If you are directly booking your flight with FCm Travel Solutions, then the travel agent must also obtain the comparison quote at the time of booking.
- **Multipurpose trips without a timely comparison quote cannot be reimbursed from sponsored project funds.**

## Travel-Related Expenses



### Allowable expenses that can be charged to a sponsor

- Poster printing for a conference that directly benefits the project
- Materials purchased that directly benefit the project
- Checked baggage fee
- Overweight or oversized baggage fee or 2nd checked bag (additional justification required)
- Change fees: If a ticket has to be changed and a fee is incurred, the traveler may claim payment for the fee. The fee may be an allowable charge to a sponsored project based on the documented facts and circumstances. For example: change fees due to rescheduled conferences or sponsor-mandated meetings with documentation of the date changes would be allowable
- Dues/Membership Fees (when the cost of the membership reduces the cost of the conference registration fee by more than the membership fee)
- Travel insurance (trip protection/cancellation insurance) when there is a likelihood that a trip could be canceled.



### Unallowable expenses that cannot be charged to a sponsor

- Upgraded seating, such as business or first class airfare or roomettes/private cars on a train
- Airfare, hotel, rental cars, or any other travel purchased with frequent flyer miles or rewards points and/or cost for frequent miles or rewards points
- Costs incurred by unreasonable failure to cancel transportation or hotel reservations
- Fines for automobile violations, including parking tickets
- Dues/Membership Fees
- Toiletry items and medications
- Refundable airfare tickets
- Alcohol charges are not allowable on federal awards. The alcohol expense must be charged to a non-sponsored account using the Exclusions spend category. The related tax/tip must also be charged to a non-sponsored account with the appropriate spend category for the meal.