What RULES apply to University Sponsored Travel?

- Federal Register – Uniform Administrative Requirements for Federal Awards
  - Section 200.474 Temporary Dependent Care
  - Section 200.463 Short-term Travel Visa Costs
  - Section 200.470 Value Added Tax (VAT)
  - Section 200.440 Cost increases for Fluctuations in Exchange Rates
What RULES apply to University Sponsored Travel?

- University Travel & Fleet Policies & Procedures
- Conditions in the Sponsored Agreement
- Export Compliance Office
  [http://www.umresearch.umd.edu/Export/overview.html](http://www.umresearch.umd.edu/Export/overview.html)
- Records Management

Travel Planning

- Pre-approval (TARs)
- Travel and Hosting Contracts/Agreements
- University Contract Travel Agencies
- Payment by Travel Card

Travel Management Program

- Travel Pre-Approval
- Itemized Receipt Requirements
- Travel Card Compliance & Documentation
- Travel Approval Authorization Forms
What other PRINCIPLES apply?

- Reasonableness
- Judgment
- Documentation

What other RESOURCES are available?

- University Contract Travel Agencies
- Office of Research Administration
  - [http://ora.umd.edu/resources/award-management](http://ora.umd.edu/resources/award-management)
- University Travel Policies & Procedures

What is DIFFERENT about traveling on Sponsored Funds?

- Federal Register Uniform Administrative Requirements for Federal Awards
- Sponsored fund requirements in addition to University travel policy (e.g., Fly America Act)
- Sponsor funding limits may govern available choices in accommodations and transportation
Sponsored Visitors

- Make sure sponsored visitors know the rules before travel takes place, including Travel pre-approval requirements
- Use University programs
- Beware of “deals”
- Ensure that passport, visa, and other required documentation are in accordance with the project needs

For Discussion

You will be traveling to Beijing to collaborate with colleagues on a Federally funded research project. You find a flight over the weekend for $8,500 in First Class on Air China airlines departing from Dulles airport. Rather than waiting until Monday to provide your proposed travel arrangements to your department, you purchase the airline ticket without consulting your department. When you arrive to work on Monday you find out there are several issues. What are they?

Contact Information

- Travel Services
  - Telephone: 301.405.0607
  - Location: 2107 Patapsco Building (Bldg. 805)
  - www.dbs.umd.edu/travel
- Motor Transportation Services (MTS)
  - Telephone: 301.405.5482
  - Location: Motor Transportation Facility (Bldg. 830)
  - www.dbs.umd.edu/motor