



## Boston College: OFFICE FOR SPONSORED PROGRAMS Travel Costson Sponsored AwardsGuidance

### General

- x Travelers and/or administrators must ensure that documentation identifies the business purpose of the expenses and compliance with sponsor's terms and conditions, Boston College policies and procedures, and any applicable Federal regulations (including IRS' Publications).
- x Ensure the grant was active at the time of travel and the reimbursement request processed prior to the sponsored project's closeout.
- x The expense report must be accompanied by documentation showing the details of what was purchased and proof of payment.
- x Ensure receipts add up to the total amount on the front of the expense report; clearly document when requested reimbursement amount is different than a receipt's total.
- x Travelers are responsible for signing Travel Expense Reports to certify that expenses are appropriate and that all required receipts are attached.
- x The Principal Investigator should also review and sign/certify the expense report.
- x Costs incurred prior to, or after the completion of, the conference the traveler attended are unallowable on sponsored awards without documented business purpose and the cost being allowable, allocable, and reasonable.
- x Ensure the accounts used on the expense report are aligned with the actual types of expenses e.g. transportation, lodging, meals, etc.
- x Discuss any questions with OSP prior to incurring travel costs.

### Air Travel

- x Documentation showing proof of payment (such as itinerary and ticket receipt) or credit card statement may serve as proof of payment but it is not considered a receipt.
  - o OSP does not recommend bundling air fare and hotel when booking arrangements, if an itemization of the costs for each cannot be obtained.
- x If you purchase a ticket for another traveler, your credit card statement must be submitted as proof of payment along with the traveler's boarding pass. ( ) are generally unallowable. If the unique circumstances, please discuss with OSP prior to incurring these

sponsored award.

- x Foreign travel on non-U.S. carrier may be allowable under certain circumstances and should be discussed with OSP after traveler has reviewed Fly America Act and Open Skies Agreement
- x Travel on Department of Defense awards always requires the use of a U.S. carrier. Call OSP to discuss if U.S. carrier does not fly to destination needed because approval may be necessary prior to incurring travel costs

- x Travelers may fly Business Class (or First Class if Business Class service is not offered on the flight) only when the flight has a scheduled flying time greater than 6 hours or if any part of a round trip airfare is in excess of six hours. The cost of Business Class (or First Class if Business Class service is not offered) may not be charged to sponsored projects.
- x In cases where travelers traveling under sponsored projects fly Business Class (or First Class if Business Class service is not offered on the flight), travelers must document the lowest available coach fare when submitting their post-expense report. Travelers must subtract the lowest available Coach fare from the Business Class (or where acceptable, First Class) fare and allocate the difference to a sponsored discretionary cost object.
- x See also Uniform Guidance 200.475 (Office of Management and Budget (OMB) such as OMB's 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"))

### Ground Transportation

- x Receipts and proof of payment for costs e.g. taxi, parking, etc.
- x Boarding passes for trains, including Amtrak train
- x Mileage for use of personal vehicle on a business trip requires documentation of the starting point and destination from a third-party source such as Google Maps.
- x Subway pass reimbursement requires proof of purchased amount, an itinerary where the traveler went, how much the trips individually cost, and the total expense (which should be at least equal to the purchased amount). Travelers will be reimbursed for only the amount used.
- x Final itemized car rental receipt. OSPs may also require documentation of the need for the car rental and the mileage used.
- x Car upgrades are unallowable costs

### Lodging

- x Final itemized hotel bill

- x Per diem may be used to cover the costs of meals and related taxes and gratuities for the actual days of travel and for days working at the destination. However, on the first and last day of travel, Federal regulation only permits 75% of the per diem be reimbursed to the traveler. If per diem is used, then it must be used for the entire trip (all dates) actual receipts fo

- x Prior to making foreign travel arrangements, anyone that will be presenting data at a conference, working with a collaborator, bringing a laptop or other electronic device data equipment and supplies on the trip should first discuss this with the Provost's Office [Office for Research Compliance](#), who can assist employees and travelers with ensuring compliance with Federal Export Controls regulations.
- x Some sponsors require prior approval for foreign travel, and if it is not documented, then foreign travel costs are not allowable on the sponsored award, if prior approval was not obtained.
- x Some sponsors delegate approval of foreign travel to OSF and travelers should discuss