**POLICY**

It is the policy of Upstate Carolina NCORP (UC) to ensure travel policy guidelines are adhered to according to Grant Fund Expenditures per the NIH Grants Policy Statement.

**GUIDELINES**

This policy applies to all individuals supported by UC-NCORP Federal grant funds who are authorized to travel for benefit of the UC-NCORP program. This includes Principal Investigators, Co-Principal Investigators, affiliate investigators, research nurses, clinical research professionals and regulatory staff who travel to represent UC-NCORP at National Clinical Trials Network (NCTN) and NCI Community Oncology Research Program (NCORP) Research Base meetings. In addition, this policy covers site visits, UC-NCORP Business meetings, and other UC-NCORP project-related travel, as approved.

Office of Management and Budget guidelines are utilized for reimbursement rates for mileage. For attendance to research base meetings the staff is permitted to stay in the designated conference hotel for standard room rate under the Research Base negotiated group rate.

All requested travel should be submitted to the Administrator at a minimum of 30 days prior to date of travel utilizing Travel Request Form (3017F1). All travel is pre-approved by the Administrator and/or Leadership Council.

All travel by privately owned vehicle or rental car is conducted under the terms and conditions of the Federal grant which requires the use of seat belts and prohibits texting while driving for all UC-NCORP reimbursed travel.

UC-NCORP funded travelers to Research Base meetings, site visits, and other approved meetings are required to conduct themselves professionally according to the NIH Grants Policy Statement, Section 4.1.32 (Trafficking in Persons).

UC-NCORP supported travel, requires the use of U.S. flag air carriers for all Foreign travel (i.e., Canada) from departure to entry.

**Travel Request Procedure**

The following procedures are followed for travel request and approval:

* Grant budgeted travel will be reviewed by administrator and determined accordingly based on budget
* Non-budgeted travel requests require justification and approval by Leadership Council based on availability of grant funds
* Travel Request Form (3017F1) will be completed by Grant Manager or designee prior to travel for each traveler to document approved travel

**Travel Reimbursement Procedures**

The following procedures are followed for funding provided to reimburse travel expenses:

* Utilize UC-NCORP Travel Expense Form
* Submit copy of legible paid **itemized** receipts. The name of person who traveled should be printed at the top right hand corner of each page.
* Lost or non-itemized receipts require a memo explaining the charge which is attached to the Travel Expense Form and reviewed on a case by case basis.
* Approved Traveler will submit receipts for paid hotel, airfare, ground transportation, baggage, parking and tolls to UpstateNCORPFinance@srhs.com
* The UC-NCORP Grant Manager or designee will complete the travel expense report and submit to traveler for review and approval
* The Grant Manager or Designee will review travel expense report and make adjustments as appropriate per policy. Such as provided meals, tip exceeding 18%. Adjustments will be communicated to the traveler.
* The reimbursement process takes approximately one month. A check is payable to the designated institution or individual noted on the Travel Expense Form.
* Expense forms submitted to a Research Base for sponsored travelers must also be submitted to the Grant Manager to ensure appropriate distribution of any requested UC-NCORP funds
* Air Travel is for Main Cabin Only (Business and First Class Fares are Not Approved). Additional charges for preferred seating or Comfort Class is Not reimbursable.
* The use of Uber, Super Shuttles, Hotel Shuttles, and subway system is highly encouraged, note tipping should not exceed 18% for Uber/Lyft or Taxi.
* Sharing of hotel rooms is encouraged when appropriate.
* When meals are provided at the research base meetings, then UC-NCORP does not reimburse traveler for meals consumed elsewhere. **This includes breakfast and dinner reception provided at the meeting. Events with light hors d’oeuvres only will not constitute a meal and traveler will receive Per Diem.**
	+ Items **NOT** reimbursable:
		- Alcoholic beverages (wine, beer, cocktails, etc.)
		- Telephone calls
		- Housekeeping Service Tips
		- Skycaps
		- Room Service\*
		- Internet Service
		- Hotel Room Upgrades
		- Limousine services

 \*Room service is allowed only if illness occurs

* Traveler will receive a Per Diem to cover travel non-provided meals and tips per the GSA established rates for federal travel customers, outlined in the table below.



* Maximum daily reimbursement for meals is indicated in the table above. If a meal is provided at the conference, the per diem for that meal will be subtracted from the “Meal Total” amount. **Please indicate the meals not provided on the travel expense form.** If the research base meeting location is not listed in the table, then approved per diem will be provided prior to meeting registration.
* First and Last day of Travel Per Diem is a reduced amount per GSA rate.
* Tipping restrictions: Only $1.00 per luggage item are reimbursed. No skycap tipping is reimbursed.
* Mileage from residence to local airport and return mileage from local airport to residence are calculated using the current government (GSA) rate. A Google Map or MapQuest of mileage from home to airport will be submitted as source documentation. Please check with the Grant Manager for the current rate or refer to GSA website.
* Affiliate representatives supported by UC-NCORP travel funds are expected to attend the full meeting during the time of travel.

**Travel by Automobile versus Airplane**

When travel by private owned vehicle or rental car is preferred over air travel, the following reimbursement applies:

* Gas mileage is reimbursed equal to an average coach airfare or whichever is less.

Example: Greenville, SC to Washington, DC

 Mileage for round trip is 680 miles x $0.575 per mile = $391.00 plus daily parking expense

 Average Coach Airfare = Round trip is approximately $313.20

 **Traveler would be reimbursed $313.20 only.**

If the traveler chooses to fly into another city other than the meeting city with an airport, UC-NCORP does **not** reimburse the extra mileage, rental car or gas from the airport to meeting hotel.

 Example: Meeting held in Amelia Island, FL with local flights into Jacksonville, FL.

 Traveler flies into Orlando, FL, rents a car, drives to Amelia Island, FL

Travel, rental car, and gas from Orlando to Amelia Island plus return trip will not

 be reimbursed by UC-NCORP.

**Summary Report of NCTN and NCORP Research Base Meeting**

UC-NCORP requests a brief summary report by the affiliate representative of the meeting attended. Please submit the summary report within two weeks after the meeting has occurred.

**REFERENCE:**

* NIH Grants Policy Statement October 2018, Sections 14.1.11 Fly American Act, 7.3 IIA-62 Direct Cost, Section 7 Cost Consideration Travel Employees IIA-94, 1.2.9.6
* GSA Per Diem Rates <https://www.gsa.gov/travel/plan-book/per-diem-rates>
* GSA Fire Safe Hotels <https://www.gsa.gov/travel/plan-book/per-diem-rates/fire-safe-hotels>
* GSA Privately Owned Vehicle (POV) Mileage Reimbursement Rates <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates/privately-owned-vehicle-pov-mileage-reimbursement-rates>

**ASSOCIATED FORMS:**

3017F1 Travel Request Form

3017F2 Travel Expense Report Form & Travel Instructions

**COMMITTEE APPROVAL:**

Policy and Procedure Committee