

## Bio Med General Travel Funding Guidance

Brown University reimburses Faculty, Staff and students for business related travel. The University's policies follow the IRS Guidelines. *Departments may elect to impose stricter budgetary controls over travel expenditures than those required by University policy. Please check with your Department administrator before you travel.*

Brown's travel policies can be found [here](#).

The following 'Best Practices' were compiled using University Controller Policies and Bio Med Department guidelines.

Travelers must:

- Process expenses within 15 days of return in Workday (after 60 days the reimbursement becomes taxable income). **All receipts must provide proof of purchase (i.e. receipt with last 4 digits of credit card used and name of credit card holder or Provide credit card/bank statement to verify cardholder).**
- Book Standard room accommodations at non-luxury hotel moderately priced hotels using the [University's Annual Spending Guidelines as a guide](#).
- Purchase non-refundable, coach class airline tickets. International flights charged to grants must comply with the Fly America Act – check with department admin prior to booking.
- Ensure travel dates align with conference dates. If a traveler chooses to stay before or after the conference dates, documentation must be provided showing how much flight would have cost had arrival/departure coincided with conference dates. The amount reimbursed will be the lesser of the two. Lodging and meal expenses for additional days are not reimbursable.
- Pay for their own travel costs to be considered for reimbursement. Lab staff and colleagues cannot be reimbursed for someone else's cost. If someone else (i.e. your spouse/family member) pays for your travel costs, that person must provide written permission stating that the Brown traveler can be reimbursed for the expense. **If written permission is not provided, the person who purchased the item must be reimbursed.**
  - To avoid this - Direct billing can be used for flights or rail travel and [travel advances](#) can be requested for hotel and food expenses if needed. **Check with department admin prior to payment.**
  - Utilize rental cars only when driving is less expensive than airline or rail travel, or it is necessary to transport equipment or materials. If applicable, provide documentation illustrating the price comparison between car rental and airline/rail travel.
  - Rental agreement is required for reimbursement. **Contact your program administrator before renting a car.**
    - Please be sure to consult the Brown [Travel Portal](#) before renting a car.
    - Brown University preferred rental car agencies are National Car Rental and Enterprise Rent-a-Car. University employees should use these two car rental agencies for all vehicle rentals for University business and reserve them through Brown's Travel Portal. Brown's [contractual rate with National Car Rental and Enterprise Rent-a-Car](#) includes liability insurance and collision damage insurance. Decline all optional insurance - see [sample rental agreement](#).
    - Use of other car rental agencies is permissible when National Car Rental and Enterprise Rent-a-Car are not available in the region you are traveling (decline insurance for domestic travel, it is not reimbursable, you are covered by Brown's insurance with a deductible for claims). If travelling international, you should take the insurance. Spending guidelines for reimbursement will be based on contracted rates through Brown's preferred suppliers.
- Rail travel must be coach. Acela business class is allowed if needed (check with your department)
- [Brown University has a Faculty Research Travel Fund \(FRTF\)](#) is available to **voting members of the Brown campus-based faculty** for assistance in meeting the cost of professional travel during any fiscal year. The FRTF is designated to support trips to attend conferences and to do scholarly research or field work. Faculty may apply for reimbursement for up to a **maximum of three trips per academic year**, with a total reimbursement cap of \$1500. Faculty are also eligible for a **one-time supplement of up to \$600** for a single trip to present a paper at an **international conference** or to conduct research internationally.