MEMORANDUM

TO: Departmental Grant Administrators
FROM: Office of Research Services and Administration
DATE: October 15, 2008
RE: Grant Funded Travel

As a follow-up to the October 14, 2008 DGA Meeting agenda topic regarding Grant Funded Travel Authorizations and Reimbursements, ORSA would like to provide written clarification of the discussion.

The March 2006 Office of Research Services and Administration (ORSA) Internal Audit Division Report recommended that ORSA define and update written policies and procedures addressing compliance with federal award requirements during grant administration. While it is not present university policy for ORSA to review all grant funded travel authorizations or reimbursements, several travel reimbursements were forwarded to ORSA from the Business Affairs Office (BAO) for review and approval which prompted further examination of grant funded travel as it relates to federal regulations. ORSA’s travel review process is pursuant to Office of Management and Budget (OMB) Circular A-21 which states that costs incurred by employees for travel shall be considered reasonable and allocable costs.

ORSA recognizes that the existing university travel policy does not adequately address grant funded travel authorizations and reimbursements as it relates to OMB Circular A-21 and the Fly America Act. At the present time, reimbursements claimed under grant funded travel represent allowable costs according to the institutional travel policy.

Since there has been no formal communication to the research community from ORSA or BAO concerning grant funded travel, until such time as the travel policies and procedures are revised and the research community has been informed, if grant funded travel authorization and reimbursement meets the institutional travel policy guidelines, ORSA recommends current policies and procedures continue to be followed and Accounts Payable/Travel continue to reimburse the respective travelers accordingly. This does not mean that travel on a grant must be pre-approved by ORSA before the BAO authorization process unless there is an exception and BAO requires ORSA’s approval before processing.

However, in the interim, in order to assess and appropriately address the overall research community’s compliance as it relates to grant funded travel, ORSA will expand its review to include all departmental grant funded travel authorizations and reimbursements. Effective November 1, 2008, this random assessment process will assist ORSA regarding the restructuring of current travel policies and procedures to align with federal policy mandates.

If you have additional questions or concerns, please contact ORSA (346-5131) for further clarification. Thank you.