



## **Travel on Sponsored Awards**

**Created:** 5/31/23

**Last Reviewed:** 10/26/23

### **Purpose & Scope:**

To outline the guidelines and procedures for travel conducted under sponsored awards administered by Colorado Mesa University (CMU). All travel expenses incurred must adhere to the principles and requirements outlined in the Uniform Guidance, which governs the administration of federal grants and cooperative agreements.

This policy applies to all students, faculty, consultants, contractors, and other individuals who travel using sponsored award funds administered by CMU.

### **Policy Guidelines:**

#### *Eligibility and Authorization*

- a. Travel must be necessary and directly related to the objectives of the sponsored award.
- b. Individuals must seek prior authorization for travel from the Principal Investigator, the Office of Sponsored Programs, and the appropriate Academic Department Head or supervisor in accordance with established internal procedures. The authorized personnel should ensure that the travel aligns with the terms and conditions of the project and complies with the cost principles set forth by Uniform Guidance.

#### *Reasonable and Allocable Expenses*

- a. All travel expenses must be reasonable, necessary, and allocable to the sponsored award. The expenses should adhere to the cost principles outlined in the [Uniform Guidance \(2 CFR Part 200 Subpart E\)](#).
- b. Travelers must select the most economical and reasonable means of transportation, accommodation, and meals that meet the project's requirements.
- c. Travelers are responsible for making travel arrangements in a manner that maximizes cost-effectiveness.
- d. Costs associated with personal travel extensions, non-project-related activities, entertainment, or expenses for family members or guests are not allowed unless specifically approved by the sponsor or granted in exceptional circumstances.

#### *Advances*

CMU may provide travel advances to eligible individuals as per its internal policies and available funding and requires final approval from both the Vice President of Academic Affairs and the Director of Sponsored Programs. Travel advances should be minimized, and any unused portion must be promptly returned to the University.

#### *Documentation and Record-Keeping*

- a. Travelers are responsible for maintaining accurate and detailed records of their travel expenses, including receipts, invoices, boarding passes, and any other applicable documentation.



- b. All travel expenses must be documented and submitted in a timely manner according to the University's established procedures.
- c. In cases where original receipts are not available, travelers should provide a detailed explanation and submit acceptable alternative documentation, such as credit card statements, as per the University's policies.

#### *Reimbursement*

- a. Travelers must submit a preliminary travel expense report (TER) to the Post-Award Finance Specialist in the Office of Sponsored Programs (OSP) for approval prior to travel to ensure allowability and availability of funds.
- b. All travel expenses must meet the proper eligibility requirements set forth by the terms and conditions of the sponsored award, and be properly documented in accordance with the [Uniform Guidance \(2CFR Part 200 Subpart E\)](#).
- c. The University's Accounts Payable department will review and process reimbursement requests, in conjunction with the Office of Sponsored Programs. Both departments will ensure compliance with applicable regulations and sponsor requirements.

#### *Reporting and Compliance*

- a. CMU will maintain appropriate records and documentation to demonstrate compliance with CMU policy 206 – records retention, or whichever is stricter.
- b. The University will cooperate with audits and reviews related to sponsored award travel, providing necessary documentation and information as requested.

#### *Non-Compliance*

- a. Non-compliance with this policy or any applicable sponsor requirements may result in the denial of reimbursement or potential disciplinary action.
- b. Individuals found to be in violation of this policy may be subject to corrective measures, including, but not limited to repayment of improperly expended funds, suspension, or termination of travel privileges, and may face further disciplinary actions in accordance with applicable University policies.