**TUSDM Grant Travel- Faculty and Staff**

**Grant Travel Authorization**

**Prior to traveling on grants, all TUSDM personnel travel on sponsored projects must receive the approval of their local research administrator.** To request approval, complete the DRA Travel Justification Form, and return to your research administrator. Approval by your RA ensures the travel is allowable as a direct cost on the grant, and that adequate funds are available.

**Expenses incurred during travel that did not receive prior approval may need to be covered by the traveler’s Dept ID.**

**Grant Travel Guidelines**

Generally, grant-supported travel must comply with the university’s policies and procedures. However, specific grants may impose stricter requirements that must be followed. It is expected that grant funded travelers are aware of applicable restrictions and acknowledge that expenses submitted for reimbursement and charged to grants are in full compliance with a grant’s requirements.

Travel is allowable as a direct cost when such travel will provide direct benefit to the award. If federally funded, sponsored awards are subject to certain federal laws and the guidelines set forth in the [Uniform Guidance, 2 CFR Part 200](https://www.ecfr.gov/cgi-bin/text-idx?SID=cb1561d39074c317ee949a5cfb0e356f&node=2:1.1.2.2.1&rgn=div5)—uniform administrative requirements, cost principles, and audit requirements for federal awards. All awards are subject to specific agency restrictions, as well as [Tufts University’s Travel Policy](http://finance.tufts.edu/accpay/travel-policy/). The terms and conditions of the individual agreement should be reviewed prior to incurring and/or submitting any travel cost for reimbursement. When there is a conflict between University policy and award requirements the more restrictive policy applies.

**When traveling on a grant you must obtain receipts for all travel expenses.** This includes: boarding passes, airfare receipt showing trip destinations, itemized meal receipts, cab receipts, and a hotel bill showing a zero balance. The following are unallowable when traveling on a grant: alcohol, phone or movie charges, personal or entertainment expenses.

**E-Expense/Apptricity**

Once approval is received, the trip must be created in the university’s on-line travel expense system ([e-expense](http://finance.tufts.edu/e-expense/)/Apptricity). Be sure to add your local RA as an ad-hoc approver, so they can verify expenses and receipts after the travel occurs.

Paper receipts for all travel related purposes (regardless of amount) must be kept for grants five years after the end date of the grant being charged. **Expenses must be submitted to your RA via** [**Apptricity**](https://tufts.apptricityondemand.com/Tufts/login.zul) **within 30 days of returning from the trip.**