TRAVELING ON SPONSORED PROJECTS:
WHAT YOU NEED TO KNOW

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REGULATORY REQUIREMENTS

- 2 CFR 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance)
  - Subpart E
    - §200.474
REGULATORY REQUIREMENTS

• Federal Acquisition Regulations (FAR)
  • Subpart 31.3
    • 31.303 Requirements
    • https://www.acquisition.gov/far/html/Subpart%2031_3.html
REGULATORY REQUIREMENTS

• Fly America Act

• Federal Travel Regulations
  • https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr

• Federal Foreign Per Diem Rates
  • https://aoprals.state.gov/web920/per_diem.asp
WHAT IS EXPECTED FROM THE DEPARTMENT

Creation of a requisition

Ensure the requisition has all the appropriate information for the travel

• Traveler Name
• Departure and return dates
• Destination
• Employee or student
• Project number being charged
• Purpose of the trip
• Conference or Itinerary for the trip
• Make sure the faculty member has registered the travel with UCF Global
• If the trip is over 30 days ensure faculty has Provost approval
• Restricted travel will also require the Provost approval
WHEN DOES A REQUISITION NEED TO BE REVIEWED BY ORC?

Office of Research & Commercialization

- Office of Research and Commercialization will review all domestic travel requisitions that are $2,000 or more.
- Office of Research and Commercialization will review all international travel.
WHAT HAPPENS WHEN ORC REVIEWS THE REQUISITION?

• ORC reviews the requisition that has been submitted by the department.
  • Ensure the travel is within the project start and end dates.
  • Confirm the traveler is financially supported by the project being charged.
  • Review award terms and conditions to confirm travel is allowable or requires prior approval.
  • Review the project file to see if travel was proposed and that it is reasonable per the scope of work.
  • Check to ensure the budget has the funds for this travel.
  • If this is international travel we check for the attached travel registration from UCF Global
REASONS ORC MIGHT DENY A TRAVEL REQUISITION

• If travel is not allowable per the award terms and conditions.
• If trying to pay for a traveler that is not financially supported by the project being charged.
• If travel is not proposed and the PI does not want ORC to contact the sponsor to receive approval.
• If the travel dates are not within the project award dates.
• If the PI does not get approval for over 30 day travel from the Provost
• If the PI does not register their travel with UCF Global.
INTERNATIONAL TRAVEL:  
WHAT IS ORC REVIEWING?

- If the travel is to meet with individuals we will request an itinerary that is very detailed with specific information, including but not limited to:
  - Person(s) that are being met with
  - The entity affiliation
  - Full Names of the person(s)
  - Address for any venue that the PI will be attending or meeting with individuals at, and addresses for the individuals with whom the PI is meeting

- If the travel is for a conference the PI will need to provide the name of the conference and contact information, such as a website or conference program
  - We request this information so that we can obtain a full list of all sponsors for the conference
WHY DOES ORC NEED THIS SPECIFIC INFORMATION?

• When a PI is traveling internationally we run all the information that we have requested through the “Restricted Party List in Visual Compliance.”

• This checks travel information against the federal debarred lists (US Government and world organizations) and the State of Florida Excluded Party List (entities or person(s) debarred by the State of Florida)

• This ensures we are not doing business with people or entities that have been deemed blocked or possibly restricted by the Government or law enforcement.
WHAT ELSE IS ORC CHECKING WHEN REVIEWING INTERNATIONAL TRAVEL?

At ORC we check the U.S. Department of State Alerts & Warnings list.

• https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html

This site is where we find the travel alerts for specific countries.

- Afghanistan Travel Warning
- Algeria Travel Warning
- Bangladesh Travel Warning
- Burkina Faso Travel Warning

The Department of State warns U.S. citizens against travel to Afghanistan because of continued instability and threats by terrorist organizations against U.S. citizens. This replaces the Travel Warning issued October 5, 2016.

Travel to all areas of Afghanistan remains unsafe due to the ongoing risk of kidnapping, hostage taking, military combat operations, landmines, banditry, armed rivalry between political and tribal groups, militant attacks, direct and indirect fire, suicide bombings, and insurgent attacks, including attacks using vehicle-borne or other improvised explosive devices (IED). Attacks may also target official Afghan and U.S. government convoys and compounds, foreign embassies, military installations, commercial entities, non-governmental organization (NGO) offices, restaurants, hotels, airports, and educational centers.
COMMUNICATION WITH THE TRAVELER

Good morning Dr. Strange-

A requisition for international travel on your (Marvel Universe) sponsored project (#17013337) has been reviewed. Please note the following items needing attention prior to departure:

- All computers brought on the trip should be scrubbed of any export controlled or proprietary data.

- Any travelers at UCF with foreign visa status should check in with International Affairs and Global Strategies (IAGS) to eliminate complications with re-entering the United States.

- All travelers should register for Travel Accident and Sickness Insurance provided by UCF at no cost [http://www.ehs.ucf.edu/insurance/travelins.html]

- If your project is export controlled, additional restrictions may apply. Please review ORC’s “Know Before You Go” [http://events.ucf.edu/event/412354/know-before-you-go/].

- International travel paid by federal or federal flow-through funding is subject to Fly America Act [http://www.gsa.gov/portal/content/103191].

- Please be reminded that according to UCF travel guidelines, travelers will not be compensated for expenses incurred on days traveling on personal time. Please see page 16 of UCF’s Travel Manual [http://www.fa.ucf.edu/Travel_Payables/Publications/Travel_Manual.pdf] and sample reimbursement form, [http://www.fa.ucf.edu/Travel_Payables/Publications/Exhibit%20D-3.pdf]

Please let me know if you have any questions!

Thanks,

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WHEN ALL THE REVIEWING IS DONE!

Once we have reviewed everything and there is no reason to deny the requisition we give the approval!