International Travel

Office of Sponsored Programs
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- Why is travel needed?
  - To disseminate project results
    - Conferences, annual meetings, etc.

  - To conduct the work
    - Off-campus activities
    - Bring collaborators to campus

  - Other reasons?

- Dissemination - Budgeting and justifying costs...
  - What's allowable?
    - Sponsor's policies
    - SU's policies – when sponsor is silent or explicitly defers to SU
      - http://supolicies.syr.edu/admin/travel.htm
      - Actual expenses not per diem although gov't per diem is a useful way to assess reasonableness of costs
        - Domestic lodging and meals/incidentals per diem rates
        - Foreign lodging and meals/incidentals per diem rates
      - Mileage - IRS approved rates (vary at least annually)

  - What's not allowable?
    - Travel that didn't follow sponsor's / SU's guidelines (i.e. prior approvals not obtained).

- Dissemination - Budgeting and justifying costs...
  - Economy travel AND economical travel – airfare, ground
    - Trip insurance (be careful! – may / may not be allowed; and be aware of what you are purchasing)
    - Travel search engines; BTItravel.com for international travel
  - Lodging
  - Conference registration
  - Meals (unless included in conference fees)
  - Other necessary expenses (sponsor's guidelines vary)

- Justification (details needed)
  - Why needed and who's traveling, to where, for how long?
  - How are costs reasonable: published rates, travel search engines, recent experience...

- **Collaboration:** Budgeting and justifying costs…
  - What's allowable?
    - Sponsor's policies
    - SU's policies – when sponsor is silent or explicitly defers to SU

  - What's <u>not</u> allowable?
    - Dinners for anyone **not** on travel status (i.e., SU personnel & dinner in Syr)
    - Alcoholic beverages on federal awards
    - Alcoholic beverages on non-federal awards expressly disallow.

- **Justification**
  - Why needed and who is participating, where is event, what is its duration?

- Confirm if travel allowable?
  - Check award terms & conditions
    - Special provisions?
    - Prior approval required *even if in awarded budget*?
    - Yes for defense agency sponsors
    - Yes for USED – Fulbright Hays; travel plans approved *prior* to ticket purchase
      - Work with OSP to obtain
- Travel occurs <u>during</u> term of the award
- Plan ahead to get good prices
  - Pre-award expenditures may be needed
- Get/use University credit card

- Travel advances
  - Use of University credit card should minimize need for an advance
  - http://comptroller.syr.edu/comptroller/display.cfm?content_ID=%23%2BH-.%0A
    - Complete and sign the Travel Advance form
      - This 4-part paper document is available from Materials Distribution, (form #32001-008 (stock # CS07-0001))
    - Submit to Disbursements Processing **at least two weeks prior** to the scheduled departure from Syracuse

- A word about travel advances for non-employees **who happen to be students**
  - Advance is in the **name of the principal investigator**

  - **Reminder:** Be sure that travel voucher makes this point clear, especially if expenses are being submitted on voucher from student

- Traveling abroad
  - Sign up for International SOS
    - http://www.internationalsos.com/en/index.htm?CFID=8333699&CFTOKEN=309 27021

  - Traveler safety & security
    - Check Dept of State travel advisories
      - http://www.internationalsos.com/en/index.htm?CFID=8333699&CFTOKEN= 30927021
    - Approval may be needed for countries/regions listed as per SU travel policy

  - Fly America Act and Open Skies Agreements (EU)
    - Use travel agent (e.g., BTI) to ensure compliance with provisions
    - Document search engine results if not through Travel Agent
    - Secure OSP approval for concurrence of exceptions *before travel*

- US Flag Carriers or code share partners

  - **What is a code-share carrier?**

    - A.   A code-share carrier provides seats for another airline on its regularly scheduled flights. Many US airlines have code-share arrangements with other US as well as foreign carriers (e.g., Delta with KLM). Proof of code-share travel is indicated on your ticket stub or documentation for electronic tickets by <u>use of the US air carrier's designator code and flight number</u> (e.g., CO Flight # on a Quantus flight).

- The following are US Flag carriers –
  - Alaska Airlines – AS
  - American Airlines – AA
  - Continental Airlines – CO
  - Delta Airlines – DL
  - Frontier Airlines – F9
  - United Airlines – UA
  - USAirways - US

- Export Controls
  - If you are bringing 'stuff' abroad, contact OSP for guidance
    - OSP will need to analyze country requirements for items on commerce control list and munitions lists (e.g., GPS)
    - Analysis can be complicated and takes time to perform properly
    - Licenses, if required, can take a few months to acquire

  - **Traveling with Computers:** Using the TMP or BAG Exceptions
  - Travel to most countries usually does not constitute and export issue
    - Taking a laptop with only Microsoft Office Suite, Internet Explorer, etc. is OK to most countries, without a license.
      - It is an Export issue if taking to embargoed countries (e.g. Cuba, Syria, Iran, North Korea or Sudan).

While you are gone you should

- Keep receipts organized and clearly labeled

- Keep a dated travel log of expenditures – cross-reference receipts

- Take "pictures" of receipts and send back to SU to facilitate credit card processing
  - Provide originals upon return

- Keep laptop computer under your direct control at all times

- *If travel plans change in country* – contact OSP for any prior approvals that may be needed.

After you return

- What you need to do
  - Complete Travel expense voucher –
    - For any expenses incurred **& not** charged to University CC
    - Note amount of travel advance received on form
      - *For students –note that advance is in PI's name*
    - Submit original receipts
    - Convert currency to US:
      - If actual currency conversion receipts not available:
      - foreign funds expended will be reimbursed at the rates published in the Wall Street Journal or available on the Olsen & Associates OANDA website for the applicable dates on which expenditures were incurred.
    - http://www.oanda.com/currency/historical-rates/
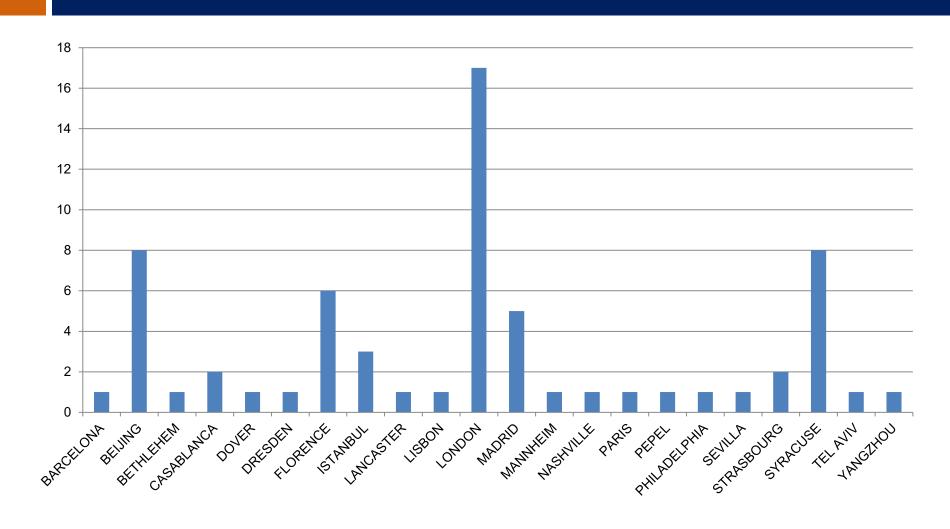
INTERNATIONAL SOS

Sponsored Projects Training- August 8, 2013

2012-2013 Statistics

- Calendar Year 2012- 2,938 International trips
- Approximately 200,000 travel days
- 73 Total Cases Opened with ISOS
- 2 Emergency Medical Evacuations

Major International Incidents

- Fall 2010 – Political Unrest, Egypt
- December 2010 – SU Abroad Medical Evacuation, Florence
- March 2011– Japan Tsunami and Nuclear Incident
- March 2013– Graduate Student, Istanbul
- April 2013 – SU Abroad Medical Evacuation, Madrid
- June 2013- Early Program Termination, Turkey
- June 2013- Faculty Medical Evacuation, Sierra Leone

Location of Inquiries/Assistance

International SOS

- Contracted service provider for faculty, staff and students while travelling on official University business
- Enables proactive response by both the University and ISOS
- Provides a broad range of medical and security assistance prior to departure and while travelling
- Disseminates international travel warnings and advice
- Personal Travel Tracker (to be renamed, MyTrips)
- Emergency Record

ISOS Services

Medical Services

- Emergency evacuation
- Medically-supervised repatriation
- Additional travel and accommodation arrangements after medical evacuation
- Repatriation of mortal remains
- Medical monitoring
- Inpatient admission and identification of receiving physician
- Emergency and routine medical advice
- Pre-trip information on travel health issues
- Medical and dental referrals
- Outpatient case management
- Outpatient medical expense guarantee and payment
- Dispatch of medication and medical supplies

Security Services

- Urgent and non-urgent travel security assistance and advice by telephone
- Daily online and email updates on the latest travel security developments
- Special Advisory emails with advice in response to significant travel security incidents
- Security and travel information on 220 countries and more than 330 cities
- Access to security evacuation
- Coordination of post-evacuation debriefs and counseling

The Membership App

- The App is a service benefit and is available as part of your membership.

- Download from http://app.internationalsos.com