

OSPR Travel Procedures 1-31-18

When a Project Director (PD) or faculty/staff member plan to travel using grant funds, the Project Director or his/her clerical support will complete the travel form, make travel arrangements, and request a state vehicle and/or calculate mileage, tolls, and parking, if using a personal vehicle.

Subsistence rates are based on the GSA approved rates, which are validated prior to each trip.
<http://www.gsa.gov/portal/category/21287>.

The travel form should be signed by the Project Director and then follow the approval process of his/her department and academic college.

Please note: The process will take longer as grant-funded travel requires the approval of Grants Accounting.

After the travel, the grant-funded faculty and staff will need documentation (receipts, etc.) for all travel expenses.