



Tuscaloosa Research & Education Advancement Corporation

VA Medical Center
3701 Loop Road East (151C)
Tuscaloosa, AL 35404

TREAC Policy

Travel

Employee travel is at the discretion of the employee's supervisor or the PI. Each employee may be allowed one professional conference per year, given the availability of funds, when the individual is not presenting at the conference or when attendance is not a job requirement. All travel requests should include a copy of the program material (i.e. program announcement, agenda, etc.) or copy of the abstract or invitation letter noting R&D approval date when making a presentation. Forms are to be completed/submitted a minimum of 4 weeks prior to travel. VA employees whose travel will be provided by a for-profit organization (e.g. pharmaceutical companies) must receive approval from Regional Counsel to accept such funds prior to travel.

All travel by VA employees paid by the Corporation must be pre-approved in accordance with the appropriate policies of the Veterans' Health Administration (a request for authorized absence). This approval allows the VA salaried employees to travel on Authorized Leave. A memo requesting funds for travel must be submitted in advance of the travel. In addition, VA salaried employees, who are traveling at Corporation expense, must have an approval on file (VA Form 10-0101B) for the acceptance of gifts/money, as well as a copy of the abstract of research being presented or letter of invitation before reimbursement for per diem and expenses can be paid.

If an Investigator desires that the Corporation pay for registration fees directly, the request (TREAC Expense Report accompanied by registration form) must be submitted at least 2 weeks prior to any registration deadlines with the deadlines highlighted.

All travel expenses will be accrued by the traveler and will be reimbursed upon return with submission of a conference ID badge or certificate of continuing education, travel expense form, boarding pass and other applicable receipts. Airfare and hotel rate and tax only can be charged to the corporate credit card in very rare incidents based on

need. Receipts must be submitted within 15 calendar days for reimbursement. The Corporation reserves the right to deny any reimbursement for past due receipts.

Per Diem lodging for non-government grant funds will be reimbursed at the conference rate of the hosting hotel. If the hosting hotel has no vacancy at the conference rate, the per diem lodging shall not exceed \$250 per night. An itemized hotel bill is required for reimbursement of per diem lodging. This bill can not include any charges other than room charges and related taxes. No room service or beverage charges are to be added to the hotel bill.

Per Diem for meals (**not including alcoholic beverages**) and incidental expenses (tips, costs of cabs, buses, or parking, etc.) will be reimbursed. Reimbursement for meals and incidental expenses (M&IE) will be made at the published Federal Per Diem rate. Reimbursement requests for cab fare should be accompanied by receipt.

Reimbursement for mileage will be according to the published federal mileage reimbursement rate. Cost of airfare shall be at the coach rate unless justified and approved by the Executive Director or Board Chairperson of TREAC. An airline passenger receipt is required for reimbursement. TREAC will not reimburse for the cost of a rental vehicle. TREAC will reimburse for any reasonable costs associated with shuttles from airports or taxicabs. TREAC discourages the use of rental vehicles. Should a traveler choose to rent a vehicle, TREAC will not assume any liability for its use or operation.

Note: TREAC personnel traveling on Corporation funds cannot use government rate airfares. If you make changes to your ticket for which there are charges, you or your project will be charged for the changes. Generally, cost is reduced with a Saturday night stay over. If you can document that the cost for the hotel / per diem for the extra day is equal to or less than the difference in air travel with the Saturday night stay over, you may take advantage of this option.