Traveling on Sponsored Research Funds

Prior to Traveling

- Confirm trip or expense occurs within the START and END date of fund
- Verify fund has a sufficient balance and budget to cover travel costs
- Review Notre Dame’s Determining Allowability of Costs Policy to verify purchase is allowable, allocable, reasonable, and consistent
- Travelers are encouraged to book airfare through travelIND or Anthony Travel to secure the lowest reasonable cost for flights

Documentation

1. Is the documentation clear, coherent, complete, correct, and timely? Is it allowable, allocable, reasonable, and consistent?

2. Submit all expense reports through Concur/travelIND within 60 days of the end of the trip in order to avoid expense reimbursements being taxed as income.

3. Full trip documentation is required, even if travel costs were directly charged to a FOAPAL or other non-reimbursable source.
   - Use “Comment” and “Business Purpose” fields within travelIND to document/justify any information that may be pertinent to someone who is not familiar with this research. (E.g., reason for the trip, how this supports the objective of the sponsored project, etc.)

Foreign Travel on Federal Funds

If charging on a fund with the prefix 20xxx-208xxx or associated Cost Share, Fly America Act applies.***

Fly America Act Decision Tree

- Is travel...
  - ...funded by DoD or military awards (Army, Navy, etc.)?
    - YES: You MUST fly on a U.S. airline
  - ...to a country in the European Union?
    - YES: You MUST fly on a U.S. or EU airline
  - ...to Australia, Japan, or Switzerland?
    - YES: You MUST fly on a U.S. airline
  - ...to any other foreign country not listed?
    - NO: You may use a U.S., Swiss, Australian, or Japanese airline, respectively.

Foreign Travel Code Sharing

A marketing agreement between two airlines that allows one airline to put its ID code on the flight of another airline in systems and tickets. A flight is compliant if the airline ticket, boarding pass, or electronic ticket reflects the U.S. Flag flight code.

Need More Help?

For clarification, please reach out to your Notre Dame Research Administration (NDRA) Grants Program Manager or your Research Sponsored Programs Accountant (RSPA).

Policy Website | controller.nd.edu/policies-procedures/#rspa

Fly America Updates Website | gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act

NDRA | research.nd.edu
     | research2@nd.edu
RSPA | controller.nd.edu/research-sponsored-programs-accounting/
     | rspa@nd.edu
NOTRE DAME RESEARCH

Notre Dame Research (NDR) supports and encourages innovation in more than twenty core facilities, as well as in a number of key areas of research, including cancer, environmental change, global health, and many more.  research.nd.edu

Administration

NDR Administration is available to assist faculty in all Colleges and Schools with a full suite of administrative functions. From grant proposals and contracts to developing position descriptions and travel expense reimbursement, NDR is here to assist in all areas of the research administration lifecycle. research.nd.edu/our-services/

Compliance

NDR’s compliance program provides information, guidance, expertise, and administrative support in order to meet the laws, rules, and policies governing research in the most efficient and effective way. NDR is responsible for communicating procedures and responsibilities to individual researchers, upholding University researchers to the highest of standards, and designing standards and policies that effectively enable researchers to meet federal and institutional requirements. research.nd.edu/our-services/compliance/

Research Development

The Research Development (RD) Team is available to assist faculty in developing a successful research portfolio. Consisting of federal and military research agency advisors, as well as proposal development specialists, the RD Team can provide faculty with expert guidance on connecting to potential resources, collaborators, and funding, as well as cultivating relationships with federal, state, and corporate funding agencies. The team also helps to develop high quality, competitive proposals that lead to success. research.nd.edu/our-services/research-development/

Communications

The NDR Communications Team is available to assist in both internal and external communication efforts. The team works with faculty and media relations to publicize research studies, to promote newly received research awards, and to celebrate other research-related news. research.nd.edu/our-services/communications/

RESEARCH & SPONSORED PROGRAMS ACCOUNTING

Research and Sponsored Programs Accounting (RSPA), in conjunction with NDR, supports the research community by ensuring compliance within a controlled environment. The office is responsible for the financial administration, and oversight of externally sponsored awards, spanning the life of the award and includes tasks such as audit and compliance reviews, training, cash management, financial reporting, as well as fund close out procedures. controller.nd.edu/research-sponsored-programs-accounting/

“A great Catholic university for the 21st century, one of the preeminent research institutions in the world.”

- Rev. John I. Jenkins, C.S.C.