

## 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. (Eg. 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. \*\*\*

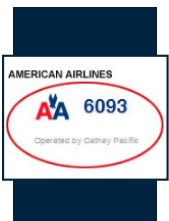
### Fly America Act Decision Tree

The **Fly America Act** is a federal regulation that states that any foreign air travel that is financed by federal funds must be booked on U.S. Flag Air Carriers, regardless of cost and convenience.



\*\*\*For more detailed information, to see if you would qualify for an exception, or most recent updates and changes, please contact your RSPA, or review Notre Dame's **Travel on Sponsored Projects Policy**.

## 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](http://controller.nd.edu/policies-procedures/#rspa)

**Fly America Updates Website** | [gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act](http://gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act)

# 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](https://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/](https://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/](https://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/](https://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/](https://research.nd.edu/our-services/communications/)

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## 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/](https://controller.nd.edu/research-sponsored-programs-accounting/)



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

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