
Travel Policy

Responsible Office / Department: Finance Department

A. PURPOSE

The purpose of this policy is to: 1) provide a framework to reimburse individuals for Scripps Research related travel expenses; 2) ensure compliance with Federal and State tax laws, as well as sponsoring agency regulations; 3) ensure reimbursements eligible for tax-free treatment remain tax free to the Traveler; and 4) ensure consistent and fair treatment throughout Scripps Research.

B. POLICY

Scripps Research will reimburse reasonable and necessary travel expenses, including transportation, meals, lodging, and out-of-pocket incidental expenses, incurred for authorized Scripps Research business, consistent with the principles and guidelines identified within this policy. Excessive or inappropriate expenses, both in amount and relative to their purpose, will not be reimbursed.

Travelers whose position is below Director or Principal Investigator level must obtain written approval from the appropriate Approver (as defined in section E.2 below) before incurring travel expenses.

Individuals traveling under sponsored project awards should review the terms and conditions of the award prior to incurring travel related expenses as travel on sponsored awards may contain additional mandatory requirements or restrictions.

The CFO may make limited exceptions to this Policy in the event of extenuating circumstances; however, even if approved, these exceptions may result in a taxable reimbursement to the Traveler.

C. SCOPE

This Policy applies to all Scripps Research employees, Principal Investigators, faculty, staff, students, postdoctoral fellows, postdoctoral associates, interns, visitors (e.g. visiting investigators, scientific collaborators), Board Members, job recruits and job candidates who are authorized to incur travel expenses on behalf of Scripps Research and who seek reimbursement for those expenses from Scripps Research ("Traveler"), regardless of the source of funds.

This Policy is comprehensive, but not exhaustive. Items not addressed in this Policy should be discussed with the Scripps Research Travel Desk before incurring the expenses. Individual departments may impose requirements more restrictive than this Policy for budget purposes or business need.

D. PRINCIPALS & GUIDELINES

1. TRAVEL AND EXPENSE REPORT

Travelers must complete and submit a [Travel and Expense Report](#) within 60 days from the date of return from travel. The *Travel and Expense Report* must identify the business purpose of the travel and reflect all appropriate expenses related to the trip including any previously reimbursed expenses related to the trip. The *Travel and Expense Report* must be accompanied by required supporting documentation, as outlined in the following section, and summarized [Summary of Documents Required for Reimbursement - Travel Policy](#). *Travel and Expense reports* must be submitted in U.S. dollars.

All Travelers other than job candidates and job recruits may choose to seek reimbursement for prepaid travel (e.g., conference fees, hotel costs) prior to the actual travel dates by submitting a [Travel Advance Form](#) form. Purchase of airfare and conference registration, and requests for reimbursement of expenses in advance of the travel should occur as close as possible to the date of actual travel, unless there are cost savings to be realized, such as a discount on early conference registration or less expensive airfare. When completing the *Travel and Expense Report* after the trip is completed, previous advance payments must be identified in section "(B) Prior Reimbursement".

Travel and Expense Reports of all Principal Investigators, Faculty, Vice Presidents, Board Members, and Executives should be submitted directly to the Scripps Research Travel Desk. *Travel and Expense Reports* of all employees, staff, students, interns, postdoctoral fellows, postdoctoral associates, invited guests (e.g. seminar speakers), visitors (e.g. visiting investigators, scientific collaborators, emeriti), job recruits and job candidates must be submitted to the appropriate Approver, normally the Traveler's supervisor, their delegate, or responsible party for the applicable account funds. A *Travel and Expense Report* may not be approved by a subordinate of the Traveler. The Approver then forwards the approved *Travel and Expense Reports* to the Scripps Research Travel Desk.

Travel in support of Scripps Research Florida operations should be charged to a Scripps Research Florida account, and Travel in support of Scripps Research California operations should be charged to a Scripps Research California account. Questions about whether to charge travel expenses to a California or Florida account should be directed to the Scripps Research Controller.

In exceptional circumstances, requests for exceptions to this Policy should be made directly to the CFO with a written and detailed explanation of the request. If the CFO approves the request, a written approval must be included with the *Travel and Expense Report*.

Reimbursements to employees are processed as direct deposits for those who have a valid direct deposit on file for payroll purposes. Reimbursements for non-employee guests (e.g. seminar speakers) should be submitted through an electronic RFP.

2. SUPPORTING DOCUMENTATION

a. Expenses \$25 or Over

Reimbursement for expenses \$25 or over requires supporting documentation. The specific documents required for each type of expense must be submitted with the *Travel and Expense Report*, are outlined in the sections below, and summarized [Summary of Documents Required for Reimbursement - Travel Policy](#). Generally, the supporting documentation should show what was purchased, date of purchase, how much was paid, and how it was paid for. Absent the required document(s), or if questions remain due to the nature of or lack of submitted documents, additional information may be requested.

Original receipts are not required if legible copies are submitted. It is recommended that the submitter retain original receipts at least until the reimbursement notification e-mail is received from Scripps Research.

For reimbursement of an expense \$25 or over when the Traveler has lost the receipt, the Traveler is expected to make every effort to obtain a duplicate. If the credit card statement contains the required information, a copy of that statement may be submitted in lieu of a receipt. If a receipt is lost and a duplicate receipt or detailed credit card statement cannot be provided, a [Missing Receipt Affidavit - Travel Policy](#) must be submitted. Reimbursement based on a *Missing Receipt Affidavit* is subject to discretion of OSP and Finance.

b. Expenses Under \$25

Reimbursement for expenses under \$25 does not require supporting documentation. Individuals are expected to apply this rule in good faith; any appearance of abuse, such as a large number of reimbursement requests under \$25 and without a receipt, are subject to review. Submission of a false or fabricated request for reimbursement, as determined by the CFO, will be denied and subject the employee to disciplinary action, up to and including termination of employment.

c. Per Diem for Meals and Incidental Expenses

If the Traveler elects to be reimbursed under the per diem method, as opposed to the actual expense method, no supporting documentation is required for meals and incidental expenses. Refer to section "0. Meals and Incidentals" below for more information. However, the Traveler must provide at least one dated supporting document with the *Travel and Expense Report* to demonstrate that the trip occurred, such as an airline boarding pass, E-ticket, or dated receipt.

3. TRAVEL ON SPONSORED AWARDS

All travel costs charged to a sponsored program must comply with this Policy, the Sponsor's terms and conditions, and Federal regulations. If there is a conflict between this Policy and Sponsor requirements, the more restrictive requirements apply.

The Traveler must review the sponsored award to determine if there are any specific approval requirements for travel before incurring travel expenses on a sponsored program. In some cases, the Sponsor's written approval may be required prior to a trip. Even if Sponsor approval is not expressly required for a specific sponsored program, obtaining written Sponsor approval minimizes the risk of travel expenses being questioned by the Sponsor during or after award implementation. Documentation of the need for travel, and careful management of travel funds, are best practices for avoiding challenges to travel expenses after the fact.

Travel on a sponsored program must take place between the start and end dates of the sponsored award period. Travel cannot take place after the end of the sponsored award period, even if the travel is directly related to the sponsored award. The cost of any travel expenses purchased during the sponsored award period for travel that will take place after the sponsored award period is unallowable.

If the Traveler has questions regarding whether travel on their sponsored award is allowable, whether Sponsor approval is required, whether there is sufficient budget for travel, etc., the Traveler should direct such questions to OSP before incurring travel expenses.

In no instance may unallowable costs be charged to a sponsored program. If a Traveler seeks reimbursement for unallowable costs on a sponsored program, such expenses may be charged to a departmental account, institutional account, or other appropriate account with available funds, or denied reimbursement. The treatment of such unallowable expenses is based on the reasonableness of the charge, as determined by OSP/Finance.

In addition to the supporting documentation requirements for each type of expenditure, travel on a sponsored program also requires the following supporting documentation: Sponsor’s written prior approval (if required per the award terms); and a statement prepared by the Traveler regarding the need for travel and how the travel benefits the sponsored program.

For air travel on sponsored programs, see section “5(b) Federally Sponsored Air Travel” below. For international travel on sponsored programs, see section “10. International Travel” below.

4. BOOKING TRAVEL

Prior to incurring travel related expenses, the Traveler must request and obtain approval from the appropriate Approver for the business purpose of the travel, destination, and dates of travel. The request and approval must be in writing and submitted as attachments to the *Travel and Expense Report*.

Dates of travel should be based on the dates of the business event, plus a reasonable amount of travel time based on distance traveled and business need. In general, one day before and after the business event will be considered reasonable. Prolonged travel dates will be considered “Personal Travel” and will not be reimbursed. See Section “11. Personal Travel” below.

Before booking travel arrangements, the Traveler must understand the funding source (i.e. whether the travel will be paid by a federally sponsored program account or a Scripps Research institutional account.)

Travelers may book airline tickets, and reserve hotels and car rentals through Corporate Traveler, Scripps Research’s designated travel agent. Corporate Traveler service costs are reimbursable.

Booking through Corporate Traveler can be done on the online platform available at portal.corporatetraveler.us/0X5G-SCRIPPS or by contacting Corporate Traveler.

Corporate Traveler	California	Florida
Contact information for booking agent	Lucas Murtha +1 (858) 500-4699 Lucas.Murtha@corporatetraveler.us	Viviana Pena +1 (305) 779 0991 Viviana.Pena@corporatetraveler.us
24 Hour Emergency Assist	USA/Canada: +1 (855) 329-1937 International: +1 (858) 939-0201	+1 (305) 590-8399

Use of Corporate Traveler to book travel is **strongly recommended**, especially for federally sponsored travel. Additionally, booking through Corporate Traveler is required for all job candidates and job recruits. Scripps Research will reimburse Travelers other than job recruits or job candidates for self-booked travel in accordance with this Policy.

5. AIR TRAVEL

Travelers are expected to use the closest airport to their home or work location. Use of more distant airports is permitted if it results in a lower net cost, considering airfare and additional ground transportation.

Reasonable checked baggage fees are reimbursable. The actual add-on airline fees for advance seat selection and extra legroom are reimbursable on non-sponsored travel.

Tickets purchased with frequent flyer miles are not reimbursable, nor are membership dues for airline clubs. Accumulated frequent flyer miles remain the property of the Traveler.

Supporting Documentation Requirements: 1) receipt indicating total amount paid and payment method; and 2) either boarding passes or, for E-tickets, an itinerary reflecting airline, flight numbers, departure/arrival dates and times.

a. Travel Classes

Scripps Research will reimburse Travelers for unrestricted economy class commercial airfare, which includes refundable fares, as required by Uniform Guidance. Travelers are expected to select the lowest priced itinerary that reasonably meets the Travelers schedule (a "Reasonable Fare").

For domestic travel, if the Traveler elects to upgrade their airline fare, the Traveler will pay the difference between the actual fare and a Reasonable Fare. At the time of booking, the Traveler must document a Reasonable Fare and submit the same with the *Travel and Expense Report*.

For international travel or for necessary medical reasons (accompanied by appropriate supporting documentation), airfare up to business class is reimbursable. If the Traveler elects to upgrade to First Class, the Traveler will pay the difference between the actual fare and the price of a business class fare. At the time of booking, the Traveler must document: 1) a Reasonable Fare, and 2) the price of a similar fare in business class and submit the same with the *Travel and Expense Report*.

Exceptions: Faculty and PIs with non-federal, unrestricted funds available are permitted to utilize Business or First class, for domestic and international fares. Scripps Research Executive Vice Presidents, Chief Operating Officer, Board Members, and President and CEO are permitted to utilize Business or First-Class fares, including on domestic travel. If such travel is federally sponsored, the difference between the actual fare and a Reasonable Fare must be charged to an unrestricted institutional account.

b. Federally Sponsored Travel

Air travel for a federally-sponsored program generally requires the use of a U.S. Airline Carrier under the Fly America Act. However, there are certain exceptions depending on the details of the trip under various Open Skies Agreements, and when such accommodations would: 1) require circuitous routing; 2) require travel during unreasonable hours; 3) excessively prolong travel; 4) greatly increase the duration of the flight; or 5) be inadequate for the medical needs of the Traveler. Justification for an exception identified above must be documented on the *Travel and Expense Report*. The applicable circumstances should be discussed with OSP or the Corporate Traveler travel agent.

6. PERSONAL AUTOMOBILE

Use of the Traveler's personal automobile for authorized business reasons will be reimbursed at the effective Internal Revenue Service mileage rate. If the Traveler chooses to use their personal automobile in lieu of flying, the Traveler will be reimbursed for mileage up to the cost of a Reasonable Fare . For travel within San Diego County for a California based Traveler, or Palm Beach County for a Florida based Traveler, the mileage requested for reimbursement must be reduced by the Traveler's normal commute mileage. Tolls and parking fees are reimbursable. Car wash expenses are generally not reimbursable.

Supporting Documentation Requirements: 1) map identifying the mileage for which reimbursement is sought; and 2) for travel within San Diego County for a California based Traveler, or Palm Beach County for a Florida based Traveler, the Traveler must also submit a map identifying their normal commute mileage. These requirements are satisfied by Google Maps print outs identifying the specific starting point, destination, and mileage of the trip.

7. RENTAL CARS

When traveling in groups, Travelers are encouraged to share rental cars. Fuel costs for rental cars will be reimbursed based upon actual fuel purchased, not mileage. If the rental car is damaged during the trip, the Traveler must promptly inform the Executive Assistant of Facilities/ Finance.

Insurance for rental cars (e.g. collision damage insurance, personal accident insurance, liability insurance supplement) within the United States is provided by Scripps Research's Commercial Automobile Insurance Policy. Rental car companies may require the Traveler to show proof of insurance or purchase insurance from the company. Therefore, Travelers who intend to rent a car during their travel within the United States should request Proof of Insurance from the Executive Assistant of Facilities/ Finance prior to departure. The cost of rental car insurance from the rental car agency within the United States will not be reimbursed, as it is considered an unnecessary expense.

When renting a car outside the United States, rental car insurance should be purchased and is reimbursable.

Supporting Documentation Requirements: 1) itemized receipt reflecting each charge and the dates of the rental car; 2) receipt indicating total amount paid and payment method; and 3) fuel receipts indicating total cost, date, and verification of payment.

8. LODGING

Scripps Research will reimburse actual room costs for each day that lodging outside of San Diego County for a California based Traveler, or Palm Beach County for a Florida based Traveler, is required for business reasons. Scripps Research will not reimburse Travelers for the value of free accommodations obtained through frequent guest rewards programs.

Travelers should choose convenient, safe, and reasonably-priced accommodations. When attending a conference, Travelers may stay at the conference hotel even if it is not the most economical option available.

Additional costs charged to the hotel room should be reflected separately on the *Travel and Expense Report* under the appropriate category. For example, meal charges to the room should be identified in the "Meals" category and not included in the "Lodging" costs.

Supporting Document Requirements: 1) itemized receipt reflecting dates of stay and the amount of each expense; and 2) receipt indicating total amount paid and payment method.

9. CONFERENCES

If meals are included in the conference fee but the Traveler chooses to eat elsewhere, such expenses are not reimbursable. Many conferences offer optional recreational events for attendees for an additional cost/fee. Unless appropriate business purpose is documented, the cost of participation in such activities should not be submitted for reimbursement.

Supporting Documentation Requirements: 1) receipt indicating total amount paid and payment method; 2) the conference agenda or a meeting schedule supporting the business purpose of the trip, which should include information about the location of the conference, the schedule, meals provided, and the Traveler's involvement at the conference (e.g., as a speaker or panel member).

MEALS AND INCIDENTALS

Meal and incidental expenses while traveling on business are reimbursed in one of two ways: 1) for the actual expense; or 2) on a per diem basis. Travelers must choose one method of reimbursement (actual expenses or per diem) for the full duration of the trip, which applies to both meals and incidentals.

Reimbursement on a per diem basis is the payment of a flat sum to cover meal and incidental expenses each day, instead of reimbursement based on actual expenses paid. Scripps Research per diem rate is \$57; this rate may be adjusted from time to time.

Please note the following regarding the use of per diems:

- For conference travel, per diem will be reduced for each meal provided by the conference (20% breakfast, 20% lunch, 50% dinner). Such calculation should be noted on the *Travel and Expense Report*.
- On the first and last days of the trip, the per diem allowance is 75% of the standard rate.
- If the Traveler selects the per diem method for reimbursement, the per diem amount is considered to cover all incidental expenses; additional incidental expenses requested for reimbursement based on the actual expense method will be denied.
- Per diem reimbursement is advantageous in circumstances where a Traveler's actual expenses are difficult to separate from those of a group sharing costs or when the record keeping involved in actual reimbursement would be unusually cumbersome.

a. Meals

Under the actual expense method of reimbursement, breakfast, lunch, and dinner expenses are reimbursable for the actual days of the business trip, including travel days.

For meals with an express business purpose, the Traveler may be reimbursed for meals of business guests as well as reasonable alcohol charges, as long as the name(s), position(s)/title(s), and the organizational affiliation of the guest(s), along with the business purpose are indicated on the meal receipt. Any alcohol purchased during such meals must be reasonable in quantity and dollar amount to be eligible for reimbursement. Alcohol must be charged on a separate bill from the meal and must be listed separately on the *Travel and Expense Report*. In no instance may alcohol

be charged to a sponsored program. Alcohol is only reimbursable when an express business purpose is identified on the receipt.

Supporting Documentation Requirements (for reimbursement of actual expenses \$25 and over): 1) an itemized and dated meal receipt; and 2) receipt indicating total amount paid and payment method. For reimbursement of a meal on behalf of a business guest, the name(s), position(s)/title(s), and organizational affiliation of the guest(s) must be written on the receipt, along with the business purpose. No receipts required if the Traveler elects per diem.

b. Taxis, Ride Services, and other Local Transportation

The cost of taxis, ride services (e.g. Uber, Lyft) or other transportation to and from hotels, airports or railroad stations in connection with business activities are considered incidental expenses, and are reimbursable if the Traveler elects the actual expense method. The most economically reasonable transportation should be used. Black cars and other luxury forms of transportation are permissible for seminar speakers, executives, and board members.

Airport parking should be avoided unless it would be less than the cost of transportation to and from the airport.

Supporting Documentation Requirements (for reimbursement of actual expense over \$25): receipt identifying the cost, the destination, and the date of the charge. No receipts required if the Traveler elects per diem.

c. Miscellaneous Incidental Expenses

Under the actual expense method of reimbursement, tips are reimbursable for normal services associated with business travel such as food services, porters, etc. Tips should be reasonable (typically 15-20%) and any unusual amounts should be explained. Tips to Scripps Research employees should be documented on a *Travel and Expense Report* and may result in taxable income to the recipient employee.

Under the actual expense method of reimbursement, internet charges incurred for business purposes while traveling are reimbursable.

Under the actual expense method of reimbursement, laundry, dry cleaning, and pressing services related to business travel are reimbursable when the Traveler is away in excess of five days and when the expenditures are reasonable in nature.

Supporting Documentation Requirements (for reimbursement of actual expense over \$25): receipt identifying each charge, the date, and the total amount paid. No receipts required if the Traveler elects per diem.

10. INTERNATIONAL TRAVEL

Reimbursement for international travel follows the same guidelines as domestic travel described in this Policy. Additionally, Scripps Research will reimburse for applicable passport/visa fees, required immunizations, airport taxes, and exchange rate fees necessary for conducting Scripps Research business internationally.

The U.S. Government controls the export of items, including proprietary data, outside of the U.S., and controls access to certain items or data by foreign nations, no matter the location. **Non-compliance with Federal Export Control laws may lead to personal liability for the Traveler.** Travelers are responsible for complying with export control requirements to avoid potential loss of proprietary information or technology. Contact the Office of Policy, Education, and Risk Administration for guidance on export control requirements at Exportcontrol@scripps.edu.

*Note that reimbursed international travel must be reported on the Scripps Research Conflicts of Interest and Commitment Disclosure system, accessible at coi.scripps.edu on the Travel link.

Supporting Documentation Requirements: 1) the foreign receipts; and 2) a copy of the Traveler's bank or credit card statement reflecting the conversion rate of the transactions. Private information on such statements, including account number, may be redacted. For reimbursement of cash transactions, the applicable currency rate is the rate that was in effect on the date the expense was incurred. Travelers may use the website www.oanda.com to obtain such rates.

11. PERSONAL TRAVEL

Travelers may elect to extend business travel for personal reasons and travel with a spouse or dependent. Booking such travel can be made by contacting the Corporate Traveler travel agent and may not be made using the online booking tool.

Only cost for the business itinerary of the Traveler are reimbursable. The difference between the actual cost and the cost of the business-only itinerary will not be reimbursed. Costs related to a spouse or dependent will not be reimbursed.

Supporting Documentation Requirements: quote for the Traveler's business only itinerary, obtained at the time the trip is booked, along with an actual receipt to verify the trip took place.

12. ACCOUNTING FOR UNUSED OR CANCELLED RESERVATIONS

Refunds or credits for cancelled reservations should be sought immediately. The *Travel and Expense Report* must identify the reservation that was cancelled or returned, the amount of refund or credit received, and include an adequate explanation for the cancellation. Unused or cancelled airline tickets or lodging reservations initially charged to a grant/sponsoring agency must be promptly reversed and charged to the Traveler's department's accounts.

13. CONSEQUENCES OF NON-COMPLIANCE

If the Traveler requests reimbursement for expenses not in compliance with this Policy, such expenses will be denied reimbursement. If a Traveler does not submit a *Travel and Expense Report* to substantiate expenses within 60 days from the date of return from travel, and exceptional circumstances do not apply, these amounts may be treated as compensation, subject to required payroll tax withholding, and reported on the employee's Form W-2.

If it is determined that amounts reimbursed to a Scripps Research employee are in excess of IRS business travel requirements, including amounts paid directly to Corporate Traveler on behalf of the employee, the employee will be required to return any such reimbursement to Scripps Research. Further, disqualified persons, as defined by Internal Revenue Code ("IRC") § 4946, may also be subject to additional taxes and penalties if the non-compliance is deemed an excess benefit transaction, pursuant to IRC § 4941 et seq.

E. ROLES AND RESPONSIBILITIES

1. *Traveler*

The Scripps Research Traveler is responsible to:

- Understand and comply with this Policy;
- Obtain the appropriate approval prior to incurring travel related expenses (note this does not apply to those whose position is Director or Principal Investigator level and above, who do not need supervisor approval);
- Ensure expenses comply with this Policy and Sponsor requirements, if applicable, even if the Traveler delegates responsibility for booking travel arrangements to an assistant;
- Personally sign the *Travel and Expense Report* and verify that all expenses requested for reimbursement are valid, even if the Traveler delegates responsibility for preparation of the *Travel and Expense Report* to an assistant;
- Attest that expenses submitted for reimbursement have not been previously reimbursed through a prior request for payment or by an outside agency or other third party.
- Submit the *Travel and Expense Report* with all supporting documentation to his/her supervisor for approval within 60 days from the date of return from travel. Explanation of any excessive or unusual expenditures must be included on the *Travel and Expense Report*.

2. *Approver*

Individuals authorized to approve business expenditures of the Traveler, normally the Traveler's supervisor, their delegate, or responsible party for the applicable account funds, are responsible to:

- Assess the appropriateness of expenses and, as necessary, request further documentation and/or explanation from the Traveler for expenses that appear excessive or unusual in relation to the nature of the business travel.
- Confirm and attest that the purpose of each expense is valid and directly related to Scripps Research business; and
- Send signed *Travel and Expense Report* directly to the Scripps Research Travel Desk on a timely basis.

3. *Travel Desk*

The Scripps Research Travel Desk within the Finance Department and the Office of Sponsored Programs (OSP) reviews *Travel and Expense Reports* prior to processing the reimbursement to verify that expenses are reasonable and meet the following criteria:

- Expenses comply with this Policy and have the required documentation; and
- Expenses have been approved by an appropriate Approver.

F. DEFINITIONS

1. *Traveler*: A Scripps Research employee, faculty, staff, student, interns, postdoctoral fellow, postdoctoral associate, Board Member, job recruit or job candidate authorized to incur travel expenses on behalf of Scripps Research and seek reimbursement for those expenses from Scripps Research.
2. *Approver*: The individual authorized to approve business expenditures of the Traveler, normally the Traveler's supervisor, their delegate, or responsible party for the applicable account funds..
3. *Incidental Expenses*: The cost of taxis, ride services or other transportation to and from hotels, airports or railroad stations in connection with business activities; tips for normal services associated with business travel such as food services, porters, etc.; internet

charges while traveling; laundry, dry cleaning, and pressing services away from home when the Traveler is away in excess of five days. Reasonable Incidental Expenses may be reimbursed via the actual expense method or per diem.

4. Reasonable Fare: the lowest priced, unrestricted economy or coach class airfare itinerary that reasonably meets the Traveler's schedule, pursuant to 2 C.F.R. 200.474(e)(1). "Unrestricted" means refundable and allows for seat selection. Factors relevant to the reasonableness of the itinerary include: 1) circuitous vs. direct routing; 2) the hours during which the travel occurs (e.g. day vs. overnight); 3) the duration of the flight and the travel; 4) the medical needs of the Traveler; and 5) the cost compared to other alternatives.
5. Sponsor: A federal agency, private entity, non-profit organization, institution or other entity external to Scripps Research that provides funding, equipment, support, or other tangible items, such as goods or services, for research, instruction, training, or other sponsored activity.

G. REFERENCES AND RELATED DOCUMENTS

1. [Travel and Expense Report](#);
2. [Travel Advance Form](#);
3. [Summary of Documents Required for Reimbursement - Travel Policy](#);
4. [Missing Receipt Affidavit - Travel Policy](#);
5. [Corporate Traveler and Concur Use Agreement - Travel Policy](#);
6. [Travel Authorization Request Template - Travel Policy](#);
7. [Expenses Not Reimbursed - Travel Policy](#).

H. KEY DATES

Effective Date: April 24, 2019.