

# Updated TSRI Travel Policies

April 2019

You can continue to book reservations on your own but it is highly recommended to book through TSRI's travel agent, Corporate Traveler: [portal.corporatetraveler.us/OX5G-SCRIPPS](http://portal.corporatetraveler.us/OX5G-SCRIPPS). You will want to create a login by entering in your email and selecting "Forgot Password." Once logged in, create a Profile and go from there. Fees for booking are \$10 (online) or \$28 (phone) covered by TSRI.

**\*NEW\*** For travelers below PI or Director level, Pre-Travel Authorization required. Must obtain approval for the business purpose of the travel, the destination, dates of travel, and any desired seat upgrades for air travel. (A brief email to the PI with PI's "Yes" reply is sufficient. Please include in reimbursement packet) Ask Andrea to send you a template.

## AIRFARE

- Airfare that is lowest priced, economy/coach class. May select option where airfare is refundable and includes seat selection. Extra leg room can be charged to unrestricted funds account.
- Business class is allowable on international travel

## ACTUAL EXPENSE VS PER DIEM

- Actual Expense vs. Per Diem
  - Traveler gets to select between two methods of reimbursement for meals and incidental expenses: reimbursement of actual expenses, or per diem.
  - The selection applies to both meals and incidentals for the full duration of the trip.
- Per Diem
  - Rate: \$57
  - For conference travel, per diem will be reduced for each meal provided by the conference or hotel (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 Scripps Research' standard rate.
  - Under per diem, receipts are not required to be turned in except one receipt such as a boarding pass that shows the travel was taken.
- Reimbursement for expenses under \$25 does not require supporting documentation. Individuals are expected to apply this rule in good faith.

## MEALS

- Alcohol is only reimbursable when an express business purpose is identified on the receipt. This can be charged to an unrestricted funds account. Example: If you eat by yourself and have a beer, the beer would be out-of-pocket. Unrestricted funds no longer covers alcohol in this instance.

## 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 reimbursable under per diem and the actual expense method.

#### MISCELLANEOUS

- For travel outside the U.S., Export Control compliance laws will be required. Let your admin know and they will contact OPERA for next steps.
- Consequences of non-compliance may be subject to payroll tax withholding. It is important to submit your Travel and Expense Reports to the approver within 60 days.
- Definition of Incidental Expenses: Meals, 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.