

# Boston College: OFFICE FOR SPONSORED PROGRAMS

## Travel Costson Sponsored Programs Policy

### Background

The Boston College Office for Sponsored Programs (OSP) provides administration and support for sponsored programs. Sponsored programs, the term sponsored awards, may be used in this document interchangeably and mean any agreement, contract, project, or grant that is funded by a source other than Boston College. Activities related to sponsored programs must comply with the sponsor's terms and conditions, Boston College's policies and procedures, and Federal regulations including those from the Office of Management and Budget (OMB) such as OMB's 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

## Policy Details

It is the policy of Boston College that all costs charged to a sponsored program must comply with the sponsor's terms and conditions, Boston College's policies and procedures, and Federal regulations including OMB's Uniform Guidance, and the regulations of the Internal Revenue Service. When there is a conflict between Boston College policy and sponsor requirements the more restrictive policy applies.

If travel expenses are charged to a sponsored award, the documentation for such charges must justify that travel taken by the individual is necessary to the sponsored award.

Per OMB's Uniform Guidance section: 200.474, travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the Federal entity Boston College. Such costs may be charged on an actual cost basis, on a per diem or mileage basis of actual costs incurred, or on a combination of the two (e.g. per diem for meals and actual costs for lodging), provided the method used is applied to an entire trip and not to selected days of the trip, and rates are consistent with those normally allowed in like circumstances in the Federal entity's Boston College's non-federally funded activities and in accordance with Federal entity's Boston College's written travel reimbursement policies.

Costs incurred by employees for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable to the extent such costs do not exceed charges normally allowed by Boston College's Travel Expense Reimbursement Policy.

The Boston College Travel Expense Reimbursement Policy provides guidelines and procedures

(2) costs are reasonable and consistent with the sponsor's terms and conditions, Boston College's policies and procedures, and Federal regulations including the Internal Revenue Service regulations.

Travel costs should be processed on Boston College's Expense Report form which includes a line for the traveler's signature and certification of the costs. Travel costs should be submitted within 30 days of completion of the trip. The expense report must be accompanied by documentation showing the details of what was purchased and proof of payment.

Boston College will reimburse employees for incidental costs (e.g. tolls and tips) without a receipt for up to a maximum of \$25 a day. However, the cost of alcoholic beverages are unallowable on Federal sponsored programs and therefore OSP requires meal/food/beverage receipts.

Per Boston College's Travel Expense Reimbursement Policy, a properly completed Expense Report includes, among other items: the business purpose of the travel and costs incurred that expenses incurred be itemized by expense type (i.e. meals, parking, tolls) and supported by attached receipts; reconciliation of any travel advance; and the signature of the employee [traveler] being reimbursed, to certify the expenses claimed.

OSP requires individuals to submit the following documentation to substantiate all expenses:

Air/Rail – itinerary and ticket receipt

Hotel – itemized folio is required for all lodging expenses. *OSP does not recommend bundling air fare and hotel when booking arrangements if an itemization of the costs for each cannot be obtained.*

Car rental – car rental agreement receipt. OSP may also require documentation of the need for the car rental and the mileage used.

Personal car usage receipts for tolls, parking, and daily mileage log listing dates, itinerary, and number of miles. Mileage for use of a personal vehicle on a business trip requires documentation of the starting point and destination from a third-party source such as Google Maps.

Meals – itemized meal receipt showing details of food/beverages purchased in addition to proof of payment such as a credit card receipt.

When making travel arrangements, be mindful that each expense needs to be documented separately – receipts that bundle hotel and air fare are not acceptable and therefore not allowable.

## Conference and Registration Fees

Registration confirmation and proof of payment for registration costs.

When documenting travel costs, include the conference agenda/program that show the conference name, date(s), location, times, and any meals provided.

Memberships included with the registration fee are only allowable if sponsored award specifically allows, or if the traveler is presenting the sponsored award research at a



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*Not Reimbursable*

Frequent flyer mileage or rewards cards fees  
Costs incurred by unreasonable failure to cancel transportation or hotel reservations  
Fines for automobile violations including parking tickets  
Personal auto repairs, insurance deductibles, and surcharges  
Lost or stolen tickets, cash, or property  
Travel accident insurance premiums  
Expenses not directly related to the performance of the travel assignment  
Hotel movie rentals and airline headsets  
Airfare, hotel, rental cars or any other travel purchased with frequent flyer miles or rewards points and/or cost for frequent flyer miles or rewards points  
Toiletry items  
Medication  
Dependent care for non-faculty  
Health club fees  
Magazine, newspapers, and books unrelated to business  
Personal credit card delinquency fees or finance charges

Meals or other expenses that may include alcohol beverages

Business meeting meals

Car rentals

Hotel/ lodging

Airfare

All local travel and dining; Boston area expenses with no airfare, Amtrak or overnight stays