

SEED GRANT TRAVEL POLICIES & PROCEDURES

Please read the following instructions carefully. Travelers are responsible for submitting receipts promptly upon returning to campus. When possible, submit all receipts within 2 weeks to ensure timely reimbursement for out-of-pocket expenses incurred while traveling.

Use of **EMPOWER's Syracuse University Credit Card** is the preferred method of payment. Please see Deanna for assistance with paying conference fees, making hotel and airline reservations, and any other expenses that can be paid in advance of travel.

When EMPOWER's Credit Card is not an option, you may pay with your personal credit card and be reimbursed after travel. Please save all **original, itemized receipts** for any payments or purchases. Please be sure that details about the purchases (including itemized expenses) are clearly indicated on the receipts.

1. **Hotel reservations:** Lodging should be reserved at the best available rate that allows for the convenience and safety of the traveler. If you did not reserve the hotel using EMPOWER's Credit Card, please request a **hotel folio** at the time of checkout.
2. **Air travel:** You are expected to purchase the lowest fare ticket available that meets your travel needs. We are unable to reimburse for upgrades, including Economy Plus or similar. We are able to reimburse for the costs of checked baggage, if that is necessary for travel. If you are traveling internationally, you may only purchase a flight on a US carrier. If you are paying for your airline ticket using a personal credit card, save all original receipts. Please also note that we cannot reimburse for air travel until the travel voucher for all receipts has been submitted (after travel has occurred).
3. **Mileage when using a personal vehicle:** Approved trips are reimbursed according to current IRS authorized mileage rate (<http://www.irs.gov/pub/irs-drop/n-13-80.pdf>). Please note miles incurred rounded to the nearest penny for reimbursement.
4. **Meals:** You may be reimbursed for meal expenses incurred for approved EMPOWER travel. Please provide all original, itemized receipts to Deanna for reimbursement. Note that credit card receipts that do not show details about purchases cannot be accepted; all expenses should be listed on the bill for reimbursement. Tips on meals will be reimbursed up to 20% of the pre-tax bill. The cost of alcoholic beverages is not allowed to be charged to NSF grants and will not be reimbursed.

For any questions about travel, please see Deanna.

More information about Syracuse University's travel policies are available at <http://supolicies.syr.edu/admin/travel.htm>.