

## Travel

Travel performed in support of Sponsored Programs must meet both the travel policies of the University of Notre Dame and also any conditions specified by the sponsor(s) in their award documents or governing regulations. Allowable travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status in direct support of their sponsored research. All expenses must be reasonable, allowable and directly allocable to the research effort.

The Notre Dame Travel Policy is published here: [http://controller.nd.edu/assets/93684/travelpolicy\\_current.pdf](http://controller.nd.edu/assets/93684/travelpolicy_current.pdf). For items such as auto mileage rate, per diem rates, foreign per diem rates, currency conversion rates, and more, please visit the Office of the Controller website: <http://controller.nd.edu/>.

Grant and contract policy regarding travel can vary greatly among sponsors and the award documents must be reviewed prior to any travel.

**NOTE: Two areas to be especially alert to, however, are prior approval and U.S. Flag carriers.** Sponsors often require prior approval – especially of foreign travel or if the travel is not in the original budget. This approval often requires that the request be submitted to the sponsor at least 60 days prior to the travel date. The International Air Transportation Fair Competitive Practices Act of 1974 requires that any air transportation to, from, between, or within a country other than the United States where the expenses will be charged to government funds must be provided by a U.S. Flag Carrier if such service is available. Please check with Notre Dame Research Administration if there are questions.