# College of Education and Human Development Department of Human Development & Family Studies Travel Policies

**Guidelines for all reimbursed travel: The Department of Human Development & Family Studies follows the University of Delaware Travel Policy 3-7 (**[**http://www.udel.edu/ExecVP/policies/financial/3-07.html**](http://www.udel.edu/ExecVP/policies/financial/3-07.html)**) with the following exceptions/considerations:**

Effective, 9/16/15 – HDFS Faculty & Staff may use the per diem for meals for conference travel per UD policy if a grant or contract covers the per diem expense, however, a principle investigator (PI) may require original itemized receipts for their grant related travel reimbursements. The PI should communicate this in writing to the card administrators handling the grant and actual expenses cannot exceed the per diem rates established for the location and day of travel (i.e. 75% of per diem on first/last day of travel). For per diem rates see <http://www.gsa.gov/portal/content/104877>

When original receipts are required and whenever the University purchasing card is used, all receipts must be scanned and attached to the corresponding transaction in the WORKS system by the cardholder. Original receipts should still be sent to the cardholders’ card administrator. Verification of receipts must be submitted no later than 30 days after travel. Per diem reimbursements are processed through a reimbursement request through the WORKS system.

Grant funded travel should be consistent with the scope of work and included in the approved budget. Refer to your award documents for specifications. Travel costs must be consistent with Uniform Guidance requirements (200.474 Travel Costs).

When possible, the HDFS department will dedicate a fraction of its discretionary funds to support the presentation of scholarly work at regional and national conferences. The amount of funding will vary from year to year, and each fall the Chair will determine what the Department can offer to faculty and graduate students who apply for support. If financial constraints preclude travel funds for all who apply, support will be prioritized by a) Rank, with assistant professors as first priority, tenure track associate professors second, and full professors third;; b) conducting research that is consistent with current initiatives within the Department; c) presenting research with a graduate student as co-presenter; and d) Instructors and professional staff with specific professional development needs.

**All travel charged to the Faculty Travel Allocation budget must be approved in advance by the Department Chair**. Unapproved travel will not be reimbursed. All travel on contracts and grants should be approved in advance by the Principal Investigator of the award.

Per Diem for Meals, snacks, and beverages (alcoholic or otherwise) will not be reimbursed from the Department Faculty Travel Allocation funds. Per Diem for Meals, snacks and beverages can be charged to either a Faculty Supplemental Purpose Code, PDA Purpose Code, or RTI Purpose Code. Alcoholic beverages are never allowed on grants.

Any Faculty, Staff or Graduate Student traveling for University of Delaware purposes must obtain a procurement/travel card that will be loaded with the approved award amount. This request must be made at least 45 days in advance of travel via email to the Assistant to the Chair.

Meals and Incidentals covered in the Per Diem rates should not be charged to the University purchasing card as these are personal expenses. A University of Delaware procurement card must be used for all reimbursable expenses such as airfare and hotels. Charges for travel while on official leave from the University require specific approval in advance by the Provost for personnel in academic units. <http://www.udel.edu/ExecVP/policies/financial/3-07.html>



**Travel Request Form**

Name:

Title of Presentation:

Conference Title:

Conference Location:

Travel Dates:

Co-Presenters (if from HDFS) :

Additional Sources of Funding:

* Upon approval, flight arrangements are to be charged to a University Procurement Card
* Hotel, registration and travel arrangements must be charged to a University Procurement Card.
* An itemized receipt must be provided for expenses.
* Itemized receipts must be provided for expenses that were paid without the procurement card and entered into Works. It is the traveler’s responsibility to reconcile the charges and submit the receipts to the HDFS office within 30 days of the last date of travel.
* No beverages, snacks, or meals may be submitted to the department. Incidental charges such as room service, tips, room internet charges are not to be submitted to the department.

Please indicate below how your class, research, advisement or TA responsibilities will be handled in your absence.

Amount Requested:

Date:

(For Graduate Students) Grad Office Award Submitted: Yes\_\_\_\_\_/ No\_\_\_\_\_\_\_

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Department Chair

Approved \_\_\_\_\_\_\_ Not Approved\_\_\_\_\_\_\_