



## Introduction

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### **Purpose**

This document serves a roadmap to the Research Foundation (RF) travel policy, procedures and responsibilities. This information helps to govern the use of travel funds from sponsored program, administrative, and agency accounts.

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### **Types of Travel Covered in this Guide**

This guide applies to all travel undertaken in connection with:

- the performance of operational or administrative RF functions
- sponsored programs administered by the RF

Travel costs are generally allowable when they are directly attributed to specific work on a sponsored project. See [Policy Precedence](#) for more details.

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### **Audience**

This guide is intended to be used by operations managers, project directors, RF personnel administering travel, and travelers.

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### **Structure**

The following are the major areas covered in the travel policies and the travel procedures & guidance documents:

<p><a href="#"><u>Responsibilities</u></a></p>	<p>This document describes the responsibilities of the various parties involved in administering RF administrative and sponsored program travel.</p>
<p><a href="#"><u>General Regulations and Provisions</u></a></p>	<p>This document clarifies the precedence of the RF travel policy over a sponsor's policy, outlines certain tax exemptions, and describes the Fly America Act.</p>
<p><a href="#"><u>Transportation Expenses</u></a></p>	<p>This series of documents sets forth the RF policies for each type of transportation and provides reimbursement and documentation standards for each.</p>
<p><a href="#"><u>Lodging and Meal Expenses</u></a></p>	<p>This series of documents sets forth the RF policies and methods for reimbursement of lodging and meal expenses related to domestic travel. Included are thorough discussions of <a href="#"><u>Method I</u></a>, <a href="#"><u>Method II</u></a>, and <a href="#"><u>Nonovernight Meal Payments</u></a>.</p>
<p><a href="#"><u>Miscellaneous Expenses</u></a></p>	<p>This document describes the RF policies regarding telecommunications used during RF travel, dependents accompanying the traveler, and extended travel status.</p>

<p><a href="#"><u>Foreign Travel Policy</u></a></p>	<p>This document sets forth RF policies for reimbursement of expenses specific to foreign travel. This information is in addition to the policies, procedures, and responsibilities related to domestic travel.</p>
<p><a href="#"><u>Independent Contractors/Consultants</u></a></p>	<p>This document outlines the RF policy for travel expense reimbursements to independent contractors or consultants on RF business.</p>
<p><a href="#"><u>Pre-Travel and Post-Travel Procedures</u></a></p>	<p>This document describes RF policies and procedures to be administered before travel occurs (e.g., travel advances) and after travel occurs (e.g., documentation review).</p>

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## Contacts

### Travel Policy Questions

For questions on the RF travel policies and procedures, contact the operating location office responsible for travel reimbursement.

If additional assistance is needed, contact the travel coordinator in the RF central office Finance Office:

- phone: (518) 434-7030
- fax: (518) 434-8347
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