Department Checklist for Travel on Restricted Funding

TRAVEL CHECKLIST- APPROVALS

☐	**The PI, or designee(s) as they appear on the signature authorization form, have approved the travel.** Approver(s) must appear on either the signature authorization form, or be listed as either the PI, AA, or Dept. Chair in FRAGRNT	**UAP 4030-3: 3.2-3.3**
☐	**If the PI is traveling, an approval from the Chair** is either in Chrome River (based on the routing queue) or attached to the expense report in Chrome River (email approval or memo). It must be someone in a position of authority over the PI.	**UAP 4030-3: 3.2**
☐	**Business purpose is adequate**. The business purpose needs to explain the 5 "Ws" **Who**-names of individual(s) traveling **What**-what is being paid/reimbursed **When**-dates of travel **Where**-location of the event(s) **Why**-purpose of the travel. Should explain how the travel benefitted or supported the grant/contract	**UAP 4000-4: 4.1-4.2**
☐	**Is there budget available on the award for travel?** NOTE: Some agencies allow for re-budgeting between categories if travel was not budgeted; however, some agencies require that travel is pre-approved or budgeted. If there is no budget available, and you are unsure of allowability, check with your fiscal monitor.	**UAP 4000-2: 2.1.1**
☐	**Does the travel fall within the period of performance for the budget period?**	**UAP 4000-2: 2.1.1**
☐	**Was per diem calculated correctly?** NOTE: If meals were provided by the conference, they should be reduced from per diem calculation. Also, only 75% allowed on travel days.	**UAP 4030-12: 12.1-12.4**
☐	**If requesting day trip meal allowance, travel time exceeds 12 hours for federal funds.** NOTE: Is day trip meal allowance **reasonable** for duration of trip? (i.e. breakfast, lunch, dinner?)	**UAP 4000-2: 2.1.1** **UAP 4030-12: 12.1**
☐	**Was rental agreement w/ Enterprise or National utilized?** NOTE: If rental car was purchased under UNM Agreements w/ Enterprise or National, the CDW or LDW coverage should be declined, as it's included in the UNM rates.	**UAP 4030-9: 9.1-9.2.2**
☐	**Is all supporting documentation (dates, times, amounts) included with backup in Chrome River expense report? Is Agenda/Roster attached to expense report? (If applicable).**	**UAP 4000-4: 4.1-4.2** **UAP 4030-3: 3.2**

FOREIGN TRAVEL CONSIDERATIONS

☐	**Is foreign travel budgeted and/or allowable on the award? Was pre-approval obtained from the agency if required?**	Some agencies do not allow foreign travel, or require that foreign travel be specifically budgeted on the award or pre-approved.
☐	**Was a U.S. flag air carrier used for international travel** (if federally funded)? If not, there is adequate support documented in the expense report (preferably in response to the compliance warning) as to which allowable exception was met for using an air carrier other than a U.S. flag air carrier. **Did you check the foreign travel box?**	Fly America Act required for federal funds. https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act **UAP 4030-8.2**
☐	**Was *prior* approval obtained from the PI for international travel? If the PI traveled internationally, did they receive *prior* approval from their Chair/Supervisor?** Someone other than the PI or their designee(s) must pre-approve a PI's international travel. It must be someone in a position of authority over the PI.	**UAP 4030-3: 3.2** **UAP 4030 4: 4.2**