



## TRAVEL RESOURCES

- Per Diem (M&IE & Lodging) for CONUS Travel (Continental United States)
  - <https://www.gsa.gov/travel/plan-book/per-diem-rates/>
  
- Per Diem (M&IE & Lodging) for OCONUS Travel (Outside Continental United States)
  - [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)
  
- COVID-19 Travel Restrictions Installation Status Update
  - <https://www.defense.gov/Explore/Spotlight/Coronavirus-DOD-Response/Latest-DOD-Guidance/>
  
- Travel Safety
  - <https://www.tsa.gov/travel>



## TRAVEL FAQ'S

- **Can I receive retroactive travel reimbursement?**
  - No. All travel needs to be submitted through the proper approval process.
  
- **Can I book travel before my TAR is approved?**
  - No. If you book any travel *PRIOR* to your TAR being reviewed and approved by the program and your request is denied, you will not be eligible for reimbursement for any costs you incurred.
  
- **What receipts are needed for reimbursement?**
  - We will require all original receipts for all costs you incurred *EXCLUDING* food or M&IE per diem. Please keep your airfare, rental car, lodging, gas, parking, tolls, conference registration, taxi, uber receipts etc....
  
- **How long after a trip should I submit the Travel Expense Statement (TES) to receive reimbursement?**
  - You will submit your TES with all supporting documents (receipts) no later than 7 days after you have returned from travel and your trip has concluded.
  
- **How long does it take to receive reimbursement after the TES has been submitted?**
  - All TES reimbursements are processed the Thursday of each week. Reimbursement can take anywhere from 7-10 business days depending on when your TES request was received, reviewed, and approved.
  
- **What happens if I spend over / under the allotted M&IE per diem?**
  - You will receive a flat meal per diem rate based on the locality of your travel. If you exceed your allotted per diem for that day, you will not be reimbursed the difference. If you do not use all your daily meal per diem, you are not required to return the remaining balance. The meal per diem is a specified amount that is provided to you while on travel.



- **Can I book travel for a conference/symposium/workshop/event that is outside of the United States?**
  - Yes. The use of your travel funds for international travel is acceptable so long as the travel is relevant to your research as a fellow and does not exceed your travel allotment.
  
- **Can my lodging be booked through Air BNB or VRBO?**
  - No. These accommodations are not commercial lodgings and travelers are not to use them (do not meet fire standards and are classified as “non-conventional lodging”).
  
- **If I do not want to book a rental car, can I use Uber, Lyft, taxis, buses, shuttles, trains etc.... while on travel?**
  - Yes. If you keep copies of your receipts, these are reimbursable expenses that you can submit on your TES. Please keep in mind that the use of public transportation must be related to your event. You will not be reimbursed the cost of public transportation should you want to sightsee, attend an opening of a restaurant, etc....
  
- **If my conference registration includes meals and lodging, will I still provide these costs when submitting my TAR?**
  - No. If your conference registration includes these items, you will not include daily meal per diem or hotel lodging as you can save those “would be” expenses for another trip. You would add your conference registration cost to the “Miscellaneous Items” box on your TAR. Please let us know if your conference registration includes additional costs (alcohol i.e. happy hour or social).
  
- **If my university covers a portion of my travel costs, do I need to add those costs to the TAR?**
  - No. If your university is paying a portion of your travel for you, we do not need to have that information included in your TAR. Only included projected expenses you will have to pay.



- **Can I have another approver other than my advisor review and sign my TAR as well as submit the letter of recommendation on my behalf?**
  - We ask that you ask your primary advisor to work with you to complete these tasks. When reviewing your TAR, we will check the advisor we have listed on file for you to make sure you are working through the proper approval process.
  
- **When booking my travel can I include personal days before or after the event?**
  - No. All travel must be related to your event. You will be expected to book your departing and returning flights either a day before the conference takes place and no later than a day after the conference concludes. If you would like to return later, you will be responsible for paying the change flight fee which will be a non-reimbursable expense. The same for the M&IE per diem and lodging; these expenses will not be reimbursed if they fall outside of your approved travel dates. As a fellow, your responsibility is to fulfill the educational requirements of your University and the NDSEG Fellowship program. Any personal travel will need to be conducted outside of the trips you take as an NDSEG fellow.
  
- **Does STI-TEC provide rental insurance?**
  - No, this will be the responsibility of the fellow.