

Chapter 10

Travel

SIBCR may support expenses for travel of authorized individuals to bona fide scientific meetings or for other research or research-related educational purposes. The travel support will be consistent with SIBCR policies and the stipulations of any relevant funding source(s).

The EC must approve travel related to educational or training activities. If the travel reimbursement is for a visiting fellow or scholar, the visa status of the individual must allow such reimbursement. SIBCR must pre-approve travel for foreign fellows or scientists.

Travelers should purchase their own tickets, pay for their costs, and apply for reimbursement after the travel is completed. Cash advances and pre-paid airfare are generally not provided to members or other non-SIBCR employees. Cash advances and pre-paid airfare may be available to employees.

The request should be submitted on the Travel Reimbursement form. Requests for reimbursement should be submitted within 60 days after travel has been completed.

If another organization is providing partial reimbursement for a trip, sufficient information must be provided to SIBCR to show that we are reimbursing appropriately. For example, the VA travel documents showing which items have been reimbursed and the amount.

Documentation of the meeting dates, location, and topic or theme must be provided. A program guide or brochure (a copy of the cover is sufficient if all the information is stated on it); an invitation letter; or other written documentation that includes the dates, location and purpose must be submitted with the reimbursement request.

Individual items \$25 or greater in cost must be accompanied by receipts. Items costing less than \$25 need only be itemized on the Travel Reimbursement form.

NOTE: Original receipts are required for reimbursement.

Registration: Meeting registrations may be pre-paid through SIBCR directly to the meeting organizer. Alternatively, the registration cost will be reimbursed after the meeting along with other travel expenses.

Lodging: Full reimbursement of reasonable hotel expenses with appropriate documentation will be made. The original itemized hotel bill must be submitted with the reimbursement request.

Per Diem: The per diem reimbursement (meal and incidental expenses) will be at the federal per diem rate. These rates are posted on the SIBCR website. Travel days will be paid at 75% of the federal rate, regardless of the time of departure. Travel that begins and ends within the same day (e.g., 7 AM to 7 PM) will not include per diem reimbursement.

If a member plans to host a special dinner meeting with research collaborators, these costs must comply with the policy on "Meeting and Conference Support" (Chapter 11 of this Policy Manual). Such events should be pre-approved with the Executive Director or designee to ensure that reimbursement will be allowable.

Transportation: Reimbursement for travel costs will be based on the most reasonable method of travel to the location, generally coach airfare.

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If the traveler chooses to take an indirect route, interrupt the business travel or utilize a mode of travel that requires additional accommodations en route, any resulting expense will be borne by the traveler.

The cost of a rental automobile may be allowable under certain circumstances. For example, if rooms are unavailable at the conference hotel, a shuttle service is not available, or cab fare is prohibitively expensive. However, car rental is allowable only as an exception. Specialty vehicles such as convertibles and SUVs are not allowable.

Please note:

- Reimbursement for ground transport is limited to travel between the home or place of business and the airport; the airport and meeting site and return.
- Mileage expenses for private automobile use will be at published government rates. Reimbursements for travel using a private automobile will not exceed the cost of roundtrip coach airfare or the most reasonable travel method.
- Coach airfare will be reimbursed. Any exceptions require prior approval from the Executive Director or designated authority.
- SIBCR recognizes the particular requirements of persons with disabilities and will make every effort to accommodate those needs. Please contact the SIBCR administrative office for further information.

VA Requirements: If you are a VA employee seeking reimbursement from SIBCR for travel related to your research or education programs, there are additional procedures you must follow. As a government employee going on domestic or foreign travel, you are responsible for complying with the requirements of your employer.