

To: All Faculty

From : Sri Sridhar, Vice Provost for Research

Date: January 25, 2008

Subject: Northeastern University Policy & Procedure on Foreign Travel in Connection with Sponsored Research

The federal government has increased oversight with regard to travel to foreign countries in connection with sponsored research. While some research contracts and grants require advance approval of foreign travel by the sponsoring agency, other contracts or grants may even provide that travel to certain areas be cleared through channels such as the State Department.

For purposes of travel expense reimbursement, foreign travel is defined as any travel outside North America, with North America being defined as the Continental U. S., Canada, Mexico, Bermuda and the Caribbean Islands; or, in the case of Sponsored Programs, as defined in the contractual documents.

If you are planning to charge your travel expenses to a grant/contract award, please note the following Northeastern Policy and Procedure to be followed:

Before making travel arrangements please examine, in collaboration with the Division of Sponsored Projects Administration (DSPA), the terms of your contract or grant award regarding foreign travel for which you plan to claim reimbursement using funds from a sponsored award. The Division of Sponsored Projects Administration should be consulted well in advance of booking arrangements.

If not approved in the original budget of the grant/contract award, advance authorization by the contracting officer of the funding agency or his/her representative must be obtained and forwarded to DSPA, especially for awards from DOD. Authorization received from the technical representative of the sponsor does not authorize reimbursement of costs until confirmed by the contracting representative as well as the appropriate DSPA Official at Northeastern University.

Please note that all foreign travel has to be on U.S. carriers unless there are no alternatives (Fly America Act). Funding agencies will not accept time constraints for use of non-U.S. carriers.

Please return Foreign Travel Notification Form, found below, to DSPA well before making travel arrangements. The completed form is necessary for later travel cost reimbursement.

Travel bookings must follow Northeastern University travel procedures described in the published policy available online at <http://www.northeastern.edu/purchasing/images/pdf/TravelPolicy.pdf>

It is recommended that only topics that have already been published in the open literature be discussed abroad.

If in doubt about the terms and conditions of the award, please contact DSPA at x5600.

Notification of Foreign Travel to be Submitted to DSPA

Before Tickets are Purchased

Date:

List All Travel Destinations(s):

Traveler:

Department/College:

Reason for Travel:

Time Details of Travel:

Will U.S. carrier be used? Yes / No

Have Topics of Presentation been Published in the Open Literature? Yes / No

Has DSPA been informed; are there Travel Restrictions in the Grant/Contract? Yes / No

Has Authorization been Obtained from the Funding Agency? Yes / No

Grant/Contract Number from which you expect Reimbursement:

Signature: