



Medical College of Georgia

GEORGIA'S HEALTH SCIENCES UNIVERSITY

Division of

SPONSORED PROGRAM ADMINISTRATION

Foreign Travel Guidelines

Travel on sponsored projects must conform to the same rules and regulations applicable to travel on non-sponsored projects. Travel costs are chargeable to sponsored projects only when the trip is directly related and beneficial to the specific work under the sponsored agreement. Please refer to SPA's Direct Charging Policy which may be found in its entirety at: <http://www.mcg.edu/policies/7008.html>.

In cases of foreign travel, typically all sponsors require prior written agency approval. In fact, in some cases, special written approval may be required in advance of the travel taking place *even if* the travel was previously approved in the award budget. In all instances, the lowest rate air fares on U.S. Flag carriers are normally required for foreign travel on federally sponsored projects. This is a requirement of the U.S. Government and is commonly referred to as the "Fly America Act." For more information on this policy and its guidelines, please visit the Federal Travel Regulation at: http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/110304_FTR_R2QA53_0Z5RDZ-i34K-pR.pdf

Since foreign travel on sponsored projects can be a sensitive area, SPA's approval is required *before* travel occurs on sponsored projects and for all subsequent expense reimbursements. We must consider the sponsor's guidelines and the specific agreement, as well as MCG's own policies. Moreover, when determining if foreign travel is allowable on a federal project, SPA must adhere to OMB Circular A-21 which defines the cost principles to which we must adhere. We also review for the following:

- Who will be traveling? Is he/she charging effort to the project?
- When will this travel take place? Is it during the project period?
- What is the purpose of this trip?
- How does the trip benefit the sponsored project's research goals?
- What is the estimated cost of the travel, including registration fees?



MCG's Travel Policy is maintained by the Controller's Division. You may find this policy in its entirety at: <http://www.mcg.edu/Policies/1203.html>. Further, MCG's Foreign Travel Policy may be found at: <http://www.mcg.edu/Policies/1203a.html>.

REMEMBER: All foreign travel on sponsored projects must be Approved by DSPA before the travel takes place. We must also approve all expense reimbursements related to foreign travel on sponsored projects. Be sure to obtain these approvals *before* sending to the Travel Office, otherwise it may delay your reimbursement.