

Travel Guidelines

- Purpose must be for official grant related business, which can include dissemination of information and must occur within the award period.
- Expenditures may include transportation, lodging, subsistence, conference registration, and miscellaneous incidentals, and should post in the period in which travel occurred. Refer to OHSU's travel manual for specific examples.
- Airfare must be purchased at the Coach rate. Rare exceptions may be granted if there is a pre-existing medical condition that prohibits such accommodations. The Unit Head will need to submit approval for this exception.
- Many agencies require the airline be a US flag carrier or a foreign airline with a code-sharing agreement regardless of cost, convenience, or personal travel preference. Additional information can be found in the Fly American Act: <http://www.tvlon.com/resources/FlyAct.html>.
- The airfare must be the lowest commercial rate. Rare exceptions may be granted if the least expensive flight would require:
 - circuitous routing,
 - travel during unreasonable hours,
 - excessively prolonged travel, or
 - result in additional transportation costs which would offset the flight savings.
- Travelers should use standard room accommodations at non-luxury hotels at the single occupancy rate. When investigating lodging costs, the traveler should inquire about educational or corporate discounts. When traveling to a conference, it is appropriate to stay at one of the hotels hosting the conference. Every effort should be made to obtain conference rates when possible.
- Some agencies have restrictions on foreign travel. Check your award documents for details. Note that the NIH considers foreign travel to be travel outside Canada and the US.
- See OHSU's Travel Manual for additional information:
<http://ozone.ohsu.edu/financial/travel/TravelManual.html>