

TRAVEL (NON-EMPLOYEE -- IN-STATE / OUT-OF-STATE):

Non-employee travel either in-state or out-of-state

Forms:

1. Maine EPSCoR Non-Employee Expense form – Obtain from Carol Hamel
2. Purchase Request Form (PRF) –
http://www.umaine.edu/sustainabilitysolutions/faculty_resources/fiscal.html
3. All Original Itemized Receipts (OIR)

Prior to Travel:

There must be prior approval from SSI before any non-employee travel is allowable under this grant. This may be done by a team leader emailing a request to cover a non-employee's travel (with estimated amount of travel) to Carol Hamel (carol.hamel@umit.maine.edu), for SSI approval/denial. SSI will email the team leader whether request was granted/denied. No other paperwork work will be required before travel occurs, unless a request is made for EPSCoR to pay for flight or hotel room for traveler.

To request that a flight or hotel room be paid for by EPSCoR for the non-employee, team leader needs to fill out a PRF for said flight or hotel room.

When requesting EPSCoR pay for flight, please include a printout of your 1st and 2nd choice of flights and attach to PRF.

Submit PRF to Carol Hamel for processing.

If the non-employee is a contractor, all travel agreements must be included in the contract with the UMaine System, or is not allowable.

After Travel:

The non-employee traveler will need to fill out the Maine EPSCoR Non-Employee Expense form and submit it, along with all original itemized receipts, within **2 weeks** after the trip occurs.

If traveler is a contractor, travel reimbursement is to be included in contractor's invoice in the normal course of business.

Reasonable Costs:

Traveler needs to make every effort to minimize all costs (i.e. book airfare more than 3 weeks ahead of time). Any air transportation needs to be in coach class and on a U.S. carrier.

Meal and hotel costs should be reasonable for the area traveling to, and University rates obtained whenever possible.

Meals - Actual Costs:

If requesting actual costs of meals, detailed receipts are necessary (not credit card slip receipts). Alcohol cannot be reimbursed. Maximum reimbursable amount is \$46/day, with a maximum tip of 15%.