

**TRAVEL (EMPLOYEE -- OUT-OF-STATE OR IN-STATE MORE THAN 2 DAYS W/COST > \$400 OR INTERNATIONAL):**

**Travel outside of the state or within the state of Maine, more than two days, with a total reimbursement cost greater than \$400**

**Forms:**

1. University Travel Request & Advance Form (TR&A) –  
<http://www.umaine.edu/obbs/OBBSTravel.htm>
2. Purchase Request Form (PRF) –  
[http://www.umaine.edu/sustainabilitysolutions/faculty\\_resources/fiscal.html](http://www.umaine.edu/sustainabilitysolutions/faculty_resources/fiscal.html)
3. Travel Expense Voucher (TEV) – <http://www.umaine.edu/obbs/OBBSTravel.htm>
4. All Original Itemized Receipts (OIR)
5. NSF Activity Report –  
[http://www.maine.edu/sustainabilitysolutions/faculty\\_resources/fiscal.html](http://www.maine.edu/sustainabilitysolutions/faculty_resources/fiscal.html)

**Prior to Travel:**

A TR&A and a PRF need to be filled out a minimum of **3 weeks** prior to the trip.

TR&A – Include an estimate of all costs under the first column. In general, advances are not encouraged, but can be obtained in certain circumstances, such as estimated per diem amounts, but a justification is needed. Generally, airfare and conference registrations can be paid for in advance directly by the Maine EPSCoR office, and participants are reimbursed for hotel, per diem, and other miscellaneous expenses after travel occurs.

For purposes of travel, the traveler is also the vendor on the PRF.

If requesting EPSCoR pay for flight, please include a printout of your 1<sup>st</sup> and 2<sup>nd</sup> choice of flights and attach to PRF.

If requesting EPSCoR pay conference fees, please provide information for the registration process, along with information on the actual conference and attach to PRF.

Additionally, email Carol ([carol.hamel@umit.maine.edu](mailto:carol.hamel@umit.maine.edu)) or put a note on the PRF to Carol informing her of the travel details you are requesting EPSCoR take care of.

**Signatures on Forms:**

All travel that requires a TR&A needs to be signed by both traveler and team leader, no matter who the traveler is, unless the traveler is the team leader, then she/he need only sign as traveler.

The traveler signs the PRF as “Person Ordering.” Team leader or signs at “Faculty Advisor.” The traveler signs the TR&A at “Traveler Signature” and the team leader signs at “Supervisor.”

Once both the traveler and team leader sign the PRF and TR&A, forward these, and accompanying paperwork to Carol Hamel for further processing.

**After Travel:**

Traveler needs to fill out a TEV within **2 weeks** after the trip occurs. Original itemized receipts must accompany the TEV, if required.

Contact Carol Hamel (1-3195) if assistance is required.

**Signatures on Forms:**

All faculty, post-doc, graduate and undergraduate student travel TEVs must be reviewed and signed by team leader. Undergraduate TEVs must also be signed by supervisor.

Once the traveler and team leader or faculty advisor signs the TEV, the TEV, OIRs and NSF Activity Report are forwarded to Carol Hamel for further processing.

**Reasonable Costs:**

Participants need 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%. If you wish an exception to the \$46/day maximum because you will be traveling to an expensive area, you must get prior approval from the UMaine travel office.

If multiple people are on one receipt, name of each person must be indicated.

**Meals – Per Diem:**

If you wish to use per diem for meals, maximum amounts are as follows: \$46/day, \$9.20/Breakfast, \$11.50/Lunch, and \$25.30/Dinner. You can request less than the maximum amount. However, if you do so, please attach a note to your paperwork stating that you understand you are requesting less than the University maximum amount.

**International Travel:**

Please contact Carol Hamel for additional information.