

## OCASCR Travel Policy

- Scientists receiving an Education/Travel grant should follow the travel policies of their institution.
- Education/Travel grant funds are to be used by the investigator named on the grant documents.
- Travel Grants will only be made for travel within the contiguous United States.
- Travelers are strongly encouraged to take advantage of discount fares for airline travel through advance purchase of tickets when possible. Airline payments will not exceed the cost by the most direct route using “air coach” or “air tourist” rates (less than first class). A receipt showing amount paid (invoice from the travel agent/commercial carrier or the credit card statement) and the last page of the airline ticket receipt, if available, should be attached to the reimbursement form.
- Meeting/conference registration fees will be reimbursed and must include appropriate supporting documentation from the vendor.
- Expenses are substantiated by submission of the invoice report summary form with scanned copies of receipts. The report is to be submitted within two weeks upon completion of travel.
- The itemized hotel bill must be attached to the travel summary form.
- Travel expenses reimbursed by other sources should be identified on the travel summary form. The travel reimbursement from OCASCR will only be for those amounts up to the grant awarded and not also reimbursed by other sources.
- OCASCR will reimburse for expenses up to the CONUS Meals and Incidental Expenses rate. If the expenses are less than the CONUS rate, OCASCR will reimburse for the actual expenses. “Per diem” allowances will not be reimbursed. For all meals and expenses, itemized receipts must be submitted, and no alcohol can be reimbursed. **If you do not have the itemized receipt or if there is alcohol on the receipt, OCASCR cannot reimburse for anything on the receipt.**
- OCASCR travel funds will be reimbursed through the institution as needed. All applicable paperwork and travel receipts should be sent to the institution for processing prior to sending it to OCASCR. The paperwork should include receipts of your airfare, hotel, registration, meals, etc. The institution will review these documents and then send a copy of all the paperwork (including all receipts) along with an invoice to [kelly-gentry@ocascr.org](mailto:kelly-gentry@ocascr.org). All documentation including original receipts should be retained for five years after the travel.
- Because OCASCR believes there is value in impromptu discussions at conferences, if a hotel/motel is designated by the conference, the actual rates will be paid.
- OCASCR can only reimburse for expenses after the education/travel has occurred. If the education/travel does not occur for any reason, OCASCR cannot reimburse for any expenses.