



Rochester Institute of Technology

Sponsored Programs Accounting
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To: Principal Investigators and Grant/Contract Administrators
From: Milagros Concepcion, Director, Sponsored Programs Accounting
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Date: September 2011
Subject: **RIT's preferred travel agents and airfare charged to federal awards**

To assist travelers and administrators when making business travel arrangements, RIT has established relationships with four travel agencies: Borelli Travel Services, Carlson Wagonlit Travel, Town & Country Travel and Van Zile Travel. For efficiency, all airfare charges are made to an RIT Business Travel Account. RIT processes one payment each month for each agency and then charges the appropriate general ledger account for the airfare.

The RIT Travel Policy requires that employees traveling on university business submit a Travel Expense Report (TER) whenever airfare is purchased or there is an overnight stay. The policy applies even if there are no expenses associated with the trip for which the employee needs to be reimbursed. For example, if the employee made arrangements through an RIT travel agent, the airfare is directly charged to the appropriate RIT general ledger account, and another party (e.g. a hosting university) defrayed lodging and meal costs, there would be no expenses requiring reimbursement. RIT employees are still required to complete a TER in this case, listing the airfare costs both in the *Expense* and the *Advance Amount* sections. Since there are no expenses to be reimbursed, the amount due to traveler (*Amount Due Payee*) would be zero. Completing the TER constitutes official notification to Accounts Payable that the trip has occurred and documents the business purpose as required by RIT Travel Policy and Internal Revenue Service regulatory requirements.

Travel Charged to Federal Grants and Contracts

For costs charged to federal grants and contracts, the TER documents the Principal Investigator's (PI's) knowledge/approval of the activity and provides the supporting documentation that must be retained with the project's records for audit purposes. If the traveler is not an RIT employee (i.e. students and/or consultants), please send a copy of the itinerary and boarding pass(es) along with business purpose and PI approval to Accounts Payable. If the trip was to an international destination, submit the above documentation to Sponsored Programs Accounting to ensure compliance with the Fly America Act, as well as, RIT Travel Policy.

In order to comply with federal regulatory requirements, costs for travel arrangements made through one of RIT's travel agencies are charged to a *pre-paid* general ledger account. This

means the charge is not reflected as a grant/contract expense and RIT does not draw the funds from the federal sponsor at the time the travel arrangements are made. When the trip is actually complete and the traveler submits travel documentation signed by the award's PI, the charge will be reflected in the grant statement and the costs are recovered from the federal sponsor.

If you need additional information about RIT travel, RIT's Travel Policy and Procedures Manual is available on the Controller's office web site at <http://finweb.rit.edu/controller/travel/manual.html>.

If you have any questions about this process change, please contact Mary Kay Tyner, Accounts Payable, Customer Service/Travel Expense Specialist at 5-7221 (mktpsn@rit.edu) or Kathleen Brady, Sponsored Programs Accounting, PI Mentor/Outreach Specialist at 5-2458 (kmmpay@rit.edu).