



INSTITUTE FOR COLLABORATIVE HEALTH, INTERVENTION, AND POLICY

Subject: InCHIP Travel Guidelines & Procedures

Date First Put into Effect: March 25, 2008
Date of Latest Revision: February 26, 2016
To: InCHIP PIs, Staff, & Students
From: InCHIP Director & Associate Director

These guidelines and procedures are in effect until superseded.

➤ **InCHIP Business Unit Staff Responsible for Travel**

- Lynne Hendrickson (Admin Services Specialist) - Primary
 - ❖ Phone: (860) 486-8970
 - ❖ E-mail: travel@chip.uconn.edu
- Melissa Stone (Financial Assistant II) - Secondary
 - ❖ Phone: (860) 486-4529
 - ❖ E-mail: travel@chip.uconn.edu

* **IMPORTANT NOTE:** Faculty and other staff should contact their home department if they wish to travel using an indirect account.

➤ **Purpose**

- To assist travelers with travel requests, arrangements and reimbursements while upholding the [University of Connecticut Travel and Entertainment Policies and Procedures](#).
- To establish procedures for travel requests and reimbursements through the InCHIP Business Office.
- To ensure that employees and other persons are reimbursed accurately, efficiently, and in a timely manner.
- To ensure that all travel costs are accounted for accurately.

➤ **Notes**

- All travelers are encouraged to apply for [Union Funds](#), if applicable.
- The InCHIP Business Office will assist employees and other persons with reimbursement for eligible costs incurred during properly authorized and documented business travel.

- All travel requests and reimbursements must comply with applicable Federal laws and regulations, University regulations, and grant-related restrictions (if any).
- If grant funds are going to be used to fund the trip, confirm with the InCHIP Grants & Contracts Specialist, AnnMarie White, that funds for travel are allowable and available. If they are allowable but not currently available, a re-budget request can be processed so that they are available when a travel request is made in the future.

➤ Procedures

- Always reference [UConn Travel Policy](#) when planning travel.
- Arrange travel.
 1. Apply for [Union Funds](#), if applicable.
 2. Complete the [Travel WebForm](#).
 - ❖ Not required for in-state travel.
 - ❖ Required for an advance, Bradley airport parking pass and international travel.
 3. Use [Sanditz Booking Tool](#) to make airfare, rail, lodging, and car rental arrangements.
 - ❖ Airfare can be held for 24 hours while waiting for travel approval from UConn.
 4. Receive travel request approval via email.
 5. Finalize travel arrangements immediately following approval.
 - ❖ Expense that can be pre-paid by InCHIP: conference registration.
 - ❖ Send conference registration information and preferred flight/rail details to InCHIP for purchasing.
 - ❖ Provide justification and cost comparison for out-of-policy travel arrangements.
 - ❖ If personal travel is included, provide cost comparison of business travel vs. personal travel.
 - ❖ Submit **Travel Advance Request** through [Travel WebForm](#).
- Contact InCHIP Travel Office (860-486-8970) with trip cancellations and itinerary changes, and for additional assistance.
- **During Travel**
 1. Keep a copy of your boarding pass, original receipts, and any documentation related to travel expenses.
 2. Use [Sanditz Booking Tool](#) to make changes to your travel itinerary.
- **Reimbursement Process**
 1. Provide the InCHIP Travel Office with a description of reimbursement claims, along with receipts and supporting documentation.

2. Original receipts should be taped down on 8½ x 11 paper, organized by date, and/or category.
3. Complete the [Exception to Policy Form](#), and provide back-up documentation for claims outside of UConn Travel Policy.
4. Confirm that the actual travel that occurred (dates, destination, purpose, and costs) matches the Travel Approval.
5. Review, sign, and return the [Travel WebForm](#) to the InCHIP Travel Office through the [Travel WebForm](#). Include with the form any payment owed to UConn for unspent travel advance funds.