



Applies to: LSA Chairs, Directors, and Chief Administrators
Related Policies: N/A
Date Issued: January 5, 2017
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Owner: LSA Office of the Dean
Primary Contact: LSA Finance

LSA Reimbursement Policy for Extended Travel

This policy governs reimbursement for University-related extended travel lasting more than three weeks, and applies to graduate students, faculty, and staff who travel using LSA-managed research accounts, regardless of the source of the funds (with the exception of sponsored funds where the sponsor has approved the expenses). All reimbursements must adhere to the University's Standard Practice Guide for Travel and Hosting (SPG507-10.2).

Two guiding principles pertain to this policy.

- a. Per Diem is based on the assumption that during short trips travelers may eat all their meals in hotel restaurants (or the equivalent) and rely on taxis for local transportation; rates are set at levels reflecting these costs in different cities.
- b. During extended travel, reimbursement is not meant to cover ordinary daily expenses (e.g., meals, utilities, incidentals) that the traveler would incur at home.

For travel to one location that lasts more than three weeks, per diem may not exceed the difference between the per diem rate for Ann Arbor and the travel location.

Reimbursements for travel lasting more than three weeks require budget approval **for the cost of the entire trip, prior to travel.**

- Trips costing less than \$10,000 require approval by the Chair or Director.
- Trip costs of \$10,000 or more, or if the Chair/Director is the traveler, approval of the Divisional Associate Dean is also required.

If funding is available, expenses, including per diem and lodging, for trips lasting three weeks or less may be reimbursed following standard University rules.

The policy above also applies to all University-related travel while on leave, with some additional restrictions for sabbatical, SAL, and DOC leaves. Expenses incurred during these leaves that would ordinarily be the responsibility of the faculty member do not become a university expense by virtue of the sabbatical, SAL, or DOC. Thus, food and lodging, ordinary household expenses, entertainment costs, etc., will not be reimbursed, even if the faculty member chooses to live outside Ann Arbor while on these leaves. Travel to and from the location of the leave for research purposes and other travel that would normally be reimbursable (i.e., travel to a conference or travel to a research site) may be reimbursed in accordance with the Standard Practice Guide for Travel and Hosting (SPG507-10.2), if the faculty member has research funds available.