

Requirements for Foreign Travel Request Approval by EMF Review v3

Background

Federal regulation requires the use of U.S. carriers for travel that will be reimbursed from federal grants and contracts, including federal-flow-through contracts and grants.

Compliance with the Fly America Act is the responsibility of each department/PI.

Procedure Applicable to Foreign Travel Charged to a "K" Project

AP Travel will review the listing provided by EMF to determine if the foreign travel is being charged to a project that is federally funded (full or partial) subject to Fly America Act compliance. If charged to a federally funded COA, AP will email the travel documentation and the contact information for the department's travel processor to EMF@ucr.edu. EMF will review the travel documentation for compliance and communicate directly with the campus department contact if necessary. EMF will provide approval before AP Travel proceeds with processing the travel reimbursement for payment.

An example of a COA with direct federal funding is as follows (all federal pass-through codes are listed below):

1511-A01043-21100-44-000-K009947001-0000000000-00000000-10013056-ORG12-D01030-10010419.

- 9 – Direct Federal
- 3 – 100% Federal funding, allocated by state/private sources
- 2 – Partially funded by federal/state/private sources

To determine if the award involves federal flow-through funding, please refer to the "C&G Awards Direct Fed and FFT" list, which will be published monthly (approx. 15th of month) on the [BFS Accounting Website](#) under Extramural Funds > Forms & Resources.

Minimum backup required for EMF review:

- 1) Concur Expense report
- 2) Flight confirmation with travel details
 - a. Expedia or Anthony Travel Confirmation is not sufficient. A detailed travel itinerary from a travel agent or online travel service **or** boarding pass from the carrier must be provided with the backup for the entire trip.
- 3) Meal receipts for expense exceeding approved Per Diem Rates
- 4) Lodging receipts
- 5) Receipts for any other reimbursable costs (visa fees, ground transportation, parking etc.)
- 6) Waiver (per Fly America Act) if applicable

****Please note:** If the travel reimbursement does not meet compliance standards, EMF will send an email to AP Travel (copy to department's travel processor) providing a detailed explanation and specify the required documentation. If the travel reimbursement is ultimately denied, AP Travel will reject the expense in Concur Travel and provide comments outlining the reasons for the rejection. A non-federal funding source will need to be used to reimburse the expense.