

## **GUIDELINES FOR FEDERALLY FUNDED TRIPS & ACTIVITIES**

- Alcohol and entertainment expenses are **not** allowed on federal grants
- Ensure all shipping charges are at the standard rate – not expedited
- All expenses must be incurred during the time of the travel (i.e. the duration of a conference)
- All receipts must be itemized/detailed
- If you're not able to get itemized receipts or unable to keep up with itemized receipts during travel, the federal per diem rate for meals and incidental expenses (M&IE) can be accessed through the following link at the General Services Administration's (GSA's) website (<http://www.gsa.gov/portal/category/100120>). It is important to note that any individual meals covered during the conference must be deducted from the federal per diem rate. The GSA has a fixed rate for each major city in the United States, which can be applied per day towards the cost of meals incurred out-of-pocket **during** the time span of the conference. The fixed rate dictated by the federal government is itemized into separate costs for breakfast, lunch, dinner, and incidental expenses. So, if one or more meals are covered through the conference, the cost for that particular meal must be deducted from the total reimbursement request. Also, it is important to note that the GSA specifies a specific rate for the first and last day of travel. The initial M&IE fixed rate for a certain city and state is set to cover the conference days in between the first and last day of travel.
- All round trip airfare must be booked with American air carriers at the major airports local to this area:
  - Philadelphia International Airport (PHL)
  - Baltimore Washington International Airport (BWI)
  - John F. Kennedy International Airport (JFK)
  - Newark Liberty International Airport (EWR)
  - Washington Dulles International Airport (IAD)
- Flights out of small airports are only allowed if the ticket fare is cheaper than the fare at one of the listed major airports, and the fare **must** be economy airfare
- Group (i.e. carpooling) travel is encouraged if more than one conference participant is attending the same symposium/event. The Environmental Studies (EPSCoR) van is available for use, and its' use is encouraged whenever possible, such as when a qualified van driver is a participant of the group travel
- If conference participants must travel by themselves, then reasonable justification must be provided
- Personal mileage reimbursement is based upon the 2017 Internal Revenue Service (IRS) rate of \$0.535 per mile
- Round trip mileage will be reimbursed through Map Quest (using the IRS federal rate), so the destination points must be provided
- Upon return, all travel reimbursement requests must be submitted to the Office of Sponsored Research (Cannon Hall 210-B) within the week of return
- Upon submission of the travel reimbursement request, a brief report of the conference outcomes/results is required, which should include the name and goal of the conference and/or the title and synopsis/abstract(s) for any presentations (oral or poster) given during the conference by faculty mentors and/or students

Any further questions, please contact Dr. Malcolm J. D'Souza at 302-736-2528 or [malcolm.dsouza@wesley.edu](mailto:malcolm.dsouza@wesley.edu) and/or Emily Wood at 302-736-2539 or [emily.wood@wesley.edu](mailto:emily.wood@wesley.edu)