



## **Sponsored Program Guidelines**

### **Introduction:**

This travel guideline applies to all travel costs charged to grants and contracts received by Wesley College. All domestic travel expenses must adhere to Uniform Guidance with OMB section 200.474. Its purpose is to stay in compliance, promote safe travel, and allow for reasonable and manageable travel expenses while maintaining the necessary controls and accountability.

### **Grant Conference Travel General Guidelines:**

- All requests for grant travel must be submitted to the Sponsored Programs' Office for preliminary approval by the grant PI **no later than 90 days prior** to the date of departure. If other departments or grants are sponsoring conference travel, indicate this other funding source on the initial request for approval.
- All *reasonable* and *necessary* expenses must be incurred during the dates of the conference, or the first and last day of travel (the days immediately preceding and following the official start and end dates of a conference).
- While traveling, participants **MUST** be cognizant that actual expenses incurred match the projected expenses initially submitted for prior approval. Only a **maximum of \$40 variance** will be allowed between the projected and actual expenses. If other sources of funding (i.e. department or other grants) are not also covering travel costs, then any expenses over the \$40 variance must be paid out of pocket by the participant.
- All receipts must be original and itemized detailing the *reasonable* and *necessary* expenses incurred – **NO EXCEPTIONS** unless there is no possible way that the vendor can provide an itemized receipt.
- Please submit all receipts with all participant names, including the participant requesting reimbursement, on the first receipt and/or on attached documentation
- Provide evidence of participation/presentation through one or more of the following conference materials:
  - Registration confirmation
  - Presenter name badge
  - Program booklet with presentation abstract
  - Presentation outline/talking points
- If any refunds or credits are received on prepaid travel expenses (i.e. airfare, registration costs, etc.....), the Sponsored Programs' Office **MUST** be notified immediately.
- Upon return, all original, itemized, and detailed receipts **MUST** be submitted to the Sponsored Programs' Office (Cannon Hall 210) **within 1 week of return.**

- Upon submission of the incidental expenditures, a brief report of the conference outcomes/results is also required **within 1 week of return**, which should include the name and goal of the conference, and the title and abstract of the presented work (oral or poster) given during the conference.

### **Meals & Incidental Expenses (M&IE) & Lodging:**

- Meals (food, beverage, tax, and tips). Tips should be reasonable and customary not to exceed 20% of the bill before taxes. The total for meals and tips should not exceed the federal per diem.
- The federal per diem rate for meals and incidental expenses (M&IE) can be accessed via the following link on 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, per person 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, **irrespective** of whether reimbursed via receipt or per diem rate. Also, it is important to note that the GSA specifies a specific rate for the first and last days 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 days of travel. 75% of a city and state's designated M&IE rate is allowed for the first and last days of travel.
- Alcohol and entertainment expenses are **NOT** allowed on federal grant awards.

### **Transportation:**

- All round trip airfare must be booked with American airline 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 airfare is cheaper than the airfare at one of the listed major airports, and the airfare **must** be economy airfare.
- Group (i.e. carpooling) travel is encouraged if more than one conference participant is attending the same meeting. The Environmental Science (EPSCoR) van is available for use (pending any needed maintenance), and its' use is encouraged whenever possible, such as when a qualified van driver is a participant of the group travel.
- If conference participants in a group must travel by themselves, then reasonable justification must be provided to the Sponsored Programs' Office.

- Personal mileage reimbursement is based upon the 2019 Internal Revenue Service (IRS) rate of \$0.58 per mile. **Please note:** Both personal mileage and fuel cost cannot be simultaneously requested.
- Round trip mileage will be reimbursed through Map Quest (using the annual IRS federal rate), so the destination points must be provided.

### **Procurement for Grant Project Supplies**

- Upon prior approval from the grant PI, all PO requests must be sent to Wesley's Lab Manager through Wesley's inventory management platform, Quartzzy, or a written request via email.
- Once the best possible price is found through the Quartzzy inventory management platform\*, the Lab Manager generates a PO and submits to the Sponsored Programs' Office with the vendor supported quote(s).
- Ensure all shipping charges are at the standard/economy rate.
- If the respective department or another grant can fund the needed supplies, or a portion of the supplies, please indicate this on the request.
- To coincide with institutional policy, all research supply requests **\$500 or more** require generation of a Purchase Order (PO).
- The Sponsored Programs' staff then assigns the appropriate grant budget number.
- Upon grant budget number assignment, the grant PI and Provost/Authorized Organizational Representative, respectively, verify and provide final approval of the requested supplies.
- Once final approval is received and a PO number is assigned by procurement, the original requests are returned back to the Lab Manager for order placement.
- All grant project expenses must be ordered and implemented **at least 30 days prior** to the close of a grant budget year or project period, if possible, so that all vendor invoices can be paid prior to the close of a grant year or period.
- For all major purchases and college renovations/lab infrastructure improvements over the threshold of \$1,000, the institutional bidding policy and procedure is followed. Direct access to the bidding policy and procedure is found below.  
<file:///F:/Sponsored%20Research%20Office/Sponsored%20Programs'%20Source%20Docs/SPO%20Policies%20&%20Procedures%20and%20Organizational%20Documentation/National%20Bid%20Practice.pdf>

**Note:** The inventory management Quartzzy platform is designed to retrieve the best possible price from multiple competitive vendors.

### **Consequences of Non Compliance:**

**Failure to comply with these guidelines will result in your total travel cost being denied or not being paid in full. Any variance from these guidelines must receive approval from the**

**grant PI and/or the Dean of Interdisciplinary/Collaborative Sponsored Research, Dr. Malcolm J. D'Souza.**

Any further questions, please contact the Sponsored Programs' Team.

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