



WPI

Title: Federal Travel
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Purpose

To provide guidance in addition to WPI's [Travel and Expense Reimbursement Policy](#), for accounting and reporting of travel and other business expenses made from federally funded grants and contracts in order to ensure compliance with the Federal Uniform Guidance 2CFR200.

Procedure

The University will reimburse employees for reasonable expenditures incurred while traveling for business. Expense reports for travel funded by a sponsored agreement must be approved by SPA as allowable under the sponsored project.

Please note the following are not allowed as direct charges to federal awards. Please code these below items to a non-federal fund.

- Upgrades – including seat preferences and additional leg room (unless you have a documented medical reason)
- First Class or Business Class Tickets
- Local meals when not on travel status

Foreign Travel

Foreign travel may require sponsor prior approval, even when the funds for such travel were listed in the approved budget. You should contact SPA if you have any questions about what is required under a specific agreement.

All Foreign air transportation must comply with the Fly America Act or an Open Skies Agreement.

- If you are travelling internationally on a **Department of Defense Award** you **MUST** travel under the Fly America Act, meaning you must use a **US Flag carrier** (an airline owned by a US company)
- In order for a flight to be in compliance with the fly America Act, the code of a U.S. flag air carrier must be noted as part of the flight number on the airline ticket, flight coupon (boarding pass*), or passenger receipt. Each airline has a two letter alpha code. For example, United Airlines has a code of "UA". On an airline ticket, boarding pass or passenger receipt, this two digit code is designated just to the left of the flight number.

- For all other non-DoD awards, the Open Skies Agreement can be used instead of the Fly American Act. There are links to open skies agreements in the [Fly America and Open Skies document](#), published by the Department of Education. Open skies agreements list carriers owned by other countries that can be used.
- In rare cases, an exception can be made (if it is well documented). Allowable exceptions are listed in the [Fly America and Open Skies document](#). Unfortunately a lower price doesn't count as a reason.
- If you book with a U.S. or other Open Skies Carrier, and they transfer you to another airline (but you still are ticketed using the original carrier) that is okay. For example, American Airlines flight 6117 (ticketed as AA6117), but operated by Cathay Pacific Airways, is considered a U.S. carrier.

Please see: <http://www.gsa.gov/portal/content/103191> for a full discussion of the Fly-America Act and links to other helpful resources.