

Travel Guide for Principal Investigators and Sponsored Projects

Please refer to this guide when traveling under a grant or sponsored project. For detailed information and resources, visit LMU's [Travel's Resource Page](#).

<p>Travel Insurance</p>	<p><u>Insurance Coverage:</u> LMU provides 24/7 coverage via International SOS, including medical, security, and logistical support. This is available to all faculty, staff, and students engaged in university-sponsored or grant-funded travel.</p> <p>Mandatory Registration:</p> <ul style="list-style-type: none"> • All international and domestic travel (>100 miles from LMU) must be registered through the International SOS Trips System. • All LMU-related international travel must be registered with the International Travel Registry to receive free university-provided health, safety, and evacuation insurance, which covers travelers from 14 days before to 14 days after the program dates. In addition, notify International Travel Director, Cynthia Orms (Cynthia.Orms@lmu.edu) when travelling internationally. <p>In addition, use your LMU expense card for all travel purchases. Expense cards have insurance coverage for the university.</p>
<p>Travel Policies & Approval</p>	<p>Travel Advisory Levels:</p> <p>Please check LMU's Travel Alerts page to check the advisory levels for countries and regions.</p> <p>Levels 1–3: Fully vaccinated travelers may proceed without additional approval</p> <p>Level 4: Requires a Travel Exception Request Form and advance review by Risk Management at least 21 days prior to planned travel.</p>



	High-Risk Destinations: Travel to countries with U.S. Department of State Level 3 advisories or those under U.S. Treasury Office of Foreign Assets Control (OFAC) sanctions requires approval from LMU Risk Management.
Uniform Guidance (2 CFR 200) — Code of Federal Regulations	<p>For federal grants, please reference UG CFR for <i>federal regulation</i> governing all aspects of cost allowability, including travel. Key Section: §200.475 – Travel Costs</p> <p>It covers:</p> <ul style="list-style-type: none">• Allowability of travel expenses• Documentation requirements• Prior approval needs• Reasonableness of costs <p>Federal funds can be more restrictive than the University's. Familiarize yourself with any applicable federal and sponsor requirements.</p> <p>Please reference LMU's Travel Policy for further expenditure guidance and reach out to Post Award Administration and Accounting team for guidance on international expenses.</p>
Health, Safety & Security	<ul style="list-style-type: none">• Risk Assessment: LMU assesses travel destinations using resources like U.S. Department of State advisories, CDC guidelines, and input from in-country partners.• Emergency Support: International SOS offers 24/7 assistance for medical, security, and logistical concerns.• Safety Precautions:<ul style="list-style-type: none">• Register with the U.S. Department of State's Smart Traveler Enrollment Program (STEP).• Avoid participation in protests or demonstrations abroad, as insurance coverage may not apply in such events.
Pre-Trip Planning	<p>Please refer to LMU's travel guidelines for detailed information</p> <ul style="list-style-type: none">• Documentation: Ensure all travelers have valid passports and necessary visas.



	<ul style="list-style-type: none">• Emergency Action Plan: Develop and submit an Emergency Action Plan, including emergency contacts and itineraries, to LMU Risk Management.• Orientation: Conduct a pre-departure orientation covering safety protocols, health considerations, and emergency procedures.• <u>Travel Advisory on Laptop Security</u>• For NSF grants, <u>Safe & Harassment-free Working Environment</u> must be completed for <i>off-campus research</i>. Principal Investigators are responsible for creating the plan and distributing a copy of the plan to each participant in an off-campus or off-site research prior to those individuals leaving campus to participate.• Use of federal funds to pay for international travel, you must fly on a U.S. airline whenever possible—even if a foreign airline is cheaper or more convenient. This is referred to as the Fly America Act.• For lodging, travelers should use conference hotels or reasonable and convenient hotels nearby. Non-hotel facilities such as those rented out via sites like Airbnb and VRBO are allowable when providing the most cost-effective option.• Meal Allowance (per diem) - Actual cost of meals will be allowed up to \$70.00 per day per trip (including gratuities). Receipts must be attached to the expense reports within Workday. Itemized receipts are required for all federally and non-federally sponsored projects and preferred for all others
Post-Trip Requirements	<ul style="list-style-type: none">• Incident Reporting: File an incident report if any emergencies or significant issues occur during travel.• Expense Documentation: Submit all travel-related expenses in accordance with LMU's finance policies.