

SPONSORED PROJECTS – RESEARCH GRANTS/CONTRACTS

Where travel costs are charged to a sponsored project, the terms of the applicable grant or contract will take precedence if more stringent. The project director/principal investigator (director of an activity that is funded by extramural funding) is responsible for compliance with the specific grant or contract requirements.

In addition to the Baylor Travel & Entertainment Policies & Procedures, the University is required to apply the following specific policies for travel charged to sponsored programs and contracts:

- International travel may require prior approval from the funding agency. The definition of what is classified as international travel is determined by the sponsor. Check with the [Office of Sponsored Programs](#) prior to booking of the trip.
- Use of US Flag carriers is required for international travel chargeable to a federal grant or contract unless certain conditions are met. Contact the [Office of Sponsored Programs](#) before making international travel arrangements.
- Allowable airfare costs are limited to the lowest available commercial discount fare. Purchases of tickets at the airport or purchases of "next day travel" should not be made except in rare emergency cases. The principal investigator is responsible for obtaining the lowest available fare.
- Meal costs should be reasonable. Per diems may be allowable based upon government established rates and approval by the department chair/head and applicable dean. Comingling of per diems and actual meal costs on an Expense Report is not permitted. Per diems should be pro-rated on day of departure and day of return for meals not incurred.
- Lodging costs should be reasonable. Actual costs will be reimbursed with original receipts. Costs charged to State of Texas contracts have a specified maximum limit. Contact the [Office of Sponsored Programs](#) for current rates.
- The automobile mileage rate chargeable to State of Texas contracts differs from the IRS rates. Contact the [Office of Sponsored Programs](#) for current rates. All other grants and contracts are allowed the standard IRS rate.
- Entertainment is not an allowable charge to research grant or contract programs.
- Alcoholic beverages are not an allowable charge to research grant or contract programs.
- Grants or contracts from the State of Texas, and possibly other states, do not allow tips.
- Travel reimbursements to independent contractors and other non-Baylor employees must be made using the standard Expense Report. The [Expense Report](#) must be completed listing all allowable expenses and must be submitted by the traveler. All guidelines of the Baylor Travel & Entertainment Policies & Procedures apply unless a more stringent policy is required by the granting agency or contract.