

**College Travel Reimbursement for Research Trips which Exceed 8 Weeks:  
Pursuant to Accounting Administration Policy I-610, "Allowable Travel  
Payments to Faculty Members on Leave"**

Faculty who plan to seek reimbursement from their research fund account, endowment account, or other approved designated resources for research travel, will need to seek approval from the Executive Associate Dean in the College, for reimbursement of approved expenses BEFORE TRAVELLING. The attached form should be used to file for pre-approval for reimbursement.

Please refer to the University Policy **Accounting Administration Policy I-610, "Allowable Travel Payments to Faculty Members on Leave"** for detailed information about the scope and requirements of the policy.

<http://www.indiana.edu/~vpcfo/policies/accounting/I-610.docx>

**College Pre-Approval**

Only funds already allocated to the faculty member for research may be used for reimbursement. Funds promised to the faculty member in forthcoming years may not be accessed prior to the commitment date without the express consent of the Executive Associate Dean. Only funds available in the current academic/fiscal year can be used for reimbursement. If the travel spans two academic years, prior approval from the Executive Associate Dean for use of the forthcoming year's research fund commitment must be obtained.

Expenses allowable for reimbursement are the same that are allowed by IU travel policy; please refer to <http://www.indiana.edu/~travel/policies/policies.shtml> Lodging should be reasonably priced; if flying, only economy fare is allowed, unless specifically approved by Executive Associate Dean. Reimbursement for lodging and per diem is only for non-personal days, and is based on government rates as posted at <http://www.indiana.edu/~travel/traveling/perdiem.shtml>. Incidental expenses, such as internet access while travelling, expenses incurred before travel but directly related to travel (inoculations, passport and visa fees) may be reimbursed if the funds are available to the faculty member. In no circumstance will reimbursement be paid if sufficient funds from the research or endowed account are not available. Original receipts and documentation are required; records of the approval process must be retained for seven years.

Please file the Pre-Approval Form with the Executive Associate Dean, **at least one month before** intended travel. Forms may be emailed to [robinso@indiana.edu](mailto:robinso@indiana.edu) or delivered to Jean Robinson, Executive Associate Dean, College of Arts & Sciences, Kirkwood 104.

**COLLEGE of ARTS & SCIENCES  
RESEARCH TRAVEL REIMBURSEMENT PRE-APPROVAL FORM**

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**Name:**  
**Department:**  
**Contact information:**  
**Date:**

**Trip purpose, and reason work cannot be performed at IUB:**

**Travel Dates:**  
**Is personal time involved? If so, list dates:**

**List all sources of funding for this trip, and amounts available as of today's date:**

**Anticipated Budget**

CATEGORY	AMOUNT
<b>Lodging *</b>	
<b>Per diem *</b>	
<b>Transportation:</b>	
Airfare	
Rental car	
Train/Limo/Taxi/Bus	
Transport to Airport	
<b>Internet Access</b>	
<b>Pre-Travel Expenses:</b>	
<b>Other</b> (please explain):	
<b>TOTAL</b>	
<b>REIMBURSEMENT REQUESTED:</b>	
* include daily rate x # of days, excluding personal days. Refer to Travel Management Services <a href="http://www.indiana.edu/~travel/traveling/perdiem.shtml">http://www.indiana.edu/~travel/traveling/perdiem.shtml</a>	