



ORSP Travel Policy for Faculty Travel Grants 2021 – 2022

The ORSP policy follows the JU Travel Policy but contains additional requirements for reimbursement. Acceptance of this award indicates the policy below was read and agreed to by the traveling faculty member.

1. The ORSP does not assume any obligation to reimburse employees for expenses that are not in compliance with the approved policies and procedures.
2. Expenses will be reimbursed for one traveler per Expense Report. Each traveling faculty member should submit an Expense Report and individualized receipts.
3. Any expenditures over the awarded amount will need an account number if they are to be reimbursed.
4. Eligible Expenses, Maximum Amounts Allowable, and Documentation Required is provided below.

Eligible Expense Item	Presenter	Domestic (up to \$1,000)	International (up to \$1,400)
	+ All reimbursement requests must include documentation of attendance at the event – an agenda, a reimbursement . The conference program, copy of the presenter badge, and/or a screen shot of web page(s) showing faculty name and presentation information are all acceptable to include with the reimbursement request.		
	+ Travel expense reports with appropriate documentation must be submitted to ORSP via Chrome River within ten (10) business days of the return date listed on the application form. ORSP reserves the right to deny any reimbursement received after the 10-day period.		
Registration -	+		

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Eligible Expense Items	What the ORSP will Reimburse	Documentation Required for Reimbursement
	+ Shared hotel rooms/suites with more than one JU faculty member may be submitted for reimbursement on one receipt.	