



Sponsored Research Travel



Proposal Submission



Award and Account Establishment



After Research Commences



Closeout

What is Sponsored Research Travel?

Sponsored research travel is any travel paid for by a grant. Travel expenses must be allowable, reasonable, and allocable and must directly benefit the grant(s) they are charged to. The relationship to the grant must be clearly documented in the business purpose. Depending on the sponsor, additional requirements may exist.

Who is responsible for these expenses meeting sponsor and USC requirements?

When expenses are to be charged to a grant, the terms of the applicable award take precedence over university expenditure policies.

The PI on the project is ultimately responsible for approving all expenses and confirming that the travel is grant-related.

What if I plan to travel internationally?

Travel outside the United States for research-related reasons can present a range of legal and safety issues under federal law and USC policy. These are dependent on where you are traveling, what you are bringing with you, and whom you are meeting with. The Office of Culture, Ethics, and Compliance (OCEC) provides one-sheet guidance on international travel and export controls that applies regardless of destination.

Also, all federally sponsored projects must adhere to the Fly America Act, which requires that foreign travel be booked through an American carrier with certain exceptions:

- <https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>.
- <https://ooc.usc.edu/wp-content/uploads/2024/04/Travel-and-Fly-America-Act.pdf>

International travel may also require additional disclosure to federal research sponsors if you are receiving any payments, honorary appointments, or in-kind support associated with the trip. For more information, consult <https://ooc.usc.edu/compliance-programs/international-activity/international-collaborations-and-disclosure-requirements/>

In addition, if you are going to be working out of the country for an extended period of time (e.g., 90 days or more), federal sponsors may require notification.

How should I book travel for a grant?

To help ensure the traveler's safety, and that USC policy and various legal requirements are met, the preferred method for making business travel arrangements is through Concur: <https://sites.usc.edu/procurement/travel-expense/>

You may also book travel with the help of an agent through Christopherson Business Travel (CBT): <https://sites.usc.edu/procurement/travel-expense/about-uscs-travel-expense-program/contact-travel-expense/>

Where can I find additional information?

- USC Policy on Sponsored Project funded expenses can be found at: <https://policy.usc.edu/sponsored-project-funded-expense-provisions-expenditures/>
- USC Travel Department: <https://sites.usc.edu/procurement/travel-expense/>
- Contact your Department of Contracts and Grants (DCG) officer for grant specific terms: <https://dgc.usc.edu/>
- OCEC International Travel Guidance webpage: <https://ooc.usc.edu/compliance-programs/international-activity/international-travel-guidance/>

