



# UNIVERSITY OF PITTSBURGH

## *University of Pittsburgh Cancer Institute*

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Nancy E. Davidson, MD  
Director

### MEMORANDUM

To: UPCI Faculty

From: Nancy E. Davidson, MD

Date: September 1, 2009

RE: UPCI Travel & Business Expense Reimbursement Policy (**REVISED**)

All of us recognize the importance of travel, recruitment, and hosting of outside scientists to the conduct of our scientific and educational mission. We also recognize the need to be especially mindful of our expenses and wholly compliant with university policies in these difficult times. For these reasons I write to provide updated policies about Travel & Business Expense Reimbursement, especially as they apply to UPCI funds.

The University of Pittsburgh's policy on Travel and Business Expenses is found at <http://www.bc.pitt.edu/policies/policy/05/05-07-01.html>. **UPCI has implemented additional clarifications for use of UPCI funds, that is, all funds other than those derived from grants, contracts and sponsored programs. UPCI funds include hard funds, restricted funds (including Hillman Foundation funds, which cannot be used for travel), discretionary funds, start-up packages, and other UPCI commitments of support. Reimbursement for all travel and business related expenses from UPCI funds requires prior approval by the Office of the Director of UPCI.**

- 1. Domestic travel.** Domestic travel that will be supported by grants, contracts, or other sponsored agreements to the investigator **does not** need to be pre-approved. Travel covered by a third party (e.g. another university) does not need to be approved. Domestic travel for which you will seek reimbursement from UPCI funds requires preapproval.
- 2. International travel.** Because of the intense scrutiny surrounding travel outside the United States, all international travel for which you will seek reimbursement from UPCI requires prior approval by the Office of the Director of UPCI regardless of the source of funding. This includes trips whose expenses will be covered by grants, contracts and sponsored programs.
- 3. Faculty and staff recruitment.** Reimbursement by UPCI for expenditures for food and beverage in connection with recruitment of potential faculty or staff members for UPCI requires prior approval by the Office of the Director of UPCI. Reimbursement for expenditures related to recruitment of postdoctoral fellows, staff or other lab personnel from UPCI funds will be strictly limited to start-up funds.

An individual will be considered to be a member of UPCI and the University of Pittsburgh community when s/he makes a commitment to join the University and signs the offer letter. Such individuals are no longer viewed as potential recruits and will be required to abide by the UPCI Travel & Business Expense Reimbursement Policy. Please refer to the University

policy on Travel and Business for expense limits. Please be sure to limit the University of Pittsburgh faculty and staff in the group to no more than six members.

4. **Seminar speakers.** Reimbursement by UPCI for food and beverage expenditures for groups of University of Pittsburgh individuals to host speakers for the UPCI Basic and Translational Seminar Series is limited to four individuals and the guest.

5. **General policies.**

Expenses related to alcohol will not be reimbursed by UPCI.

All travel expenses and reimbursements are subject to audit.

Although University system should be used for purchases as far as possible, if an outside vendor is used for any purchase, please refer to the following link and use the tax exempt form for the purchase: <http://www.bc.pitt.edu/purchasing/forms.html>

The Office of the Director of UPCI has the responsibility to approve all expenses from UPCI funds and reserves the right to disapprove inappropriate or excessive or unjustified use of funds from any source. If the funding source identified on the UPCI Travel Request Form is later found to be unable to cover the T&B expenses for any reason (such as inadequate funds or inability to charge travel or other related business expenses to the fund source), the expenses will not be reimbursed.

Tickets, confirmation statements, and original meal receipts must be submitted to the UPCI Fiscal Office, along with brochures or other material providing details about the meeting/event's venue and duration in order for the T&B to be processed.

All T&B Expense forms must be submitted to the UPCI Fiscal Office within 180 days after the expense has been incurred or prior to the end of the fiscal year (June 30th), whichever is earlier, to receive reimbursement.

Travel and business expenses incurred on grants, contracts and sponsored programs must comply with University policy as well as any specific policy about expenditures from the funding source.

Please submit your requests for preapproval or reimbursement on line using the UPCI Travel Request Form on the [UPCI Web site Policies and Forms](#) page under Travel and Business Expenses. Your request will be routed through the Office of the Director of UPCI when prior approval is required for travel. If you have any questions or are uncertain as to whether preapproval from the Office of the Director of UPCI is needed, please contact Alison Lithgow in UPCI Fiscal Office at [lithgowap@upmc.edu](mailto:lithgowap@upmc.edu). Consultation with the UPCI Fiscal Office regarding the applicability and appropriateness of funding sources prior to incurring the expenses is strongly encouraged