

# Non-Employee Travel

- Not appropriate per UK policy to use the employee travel g/l or Travel non-UK employee, g/l 530041.
- What are the circumstances related to the grant for which a request has been submitted to support the travel expenses of a non-employee?
- What does the budget justification state – with the original proposal or with any budget revision request?
- Use the g/l that most closely states the activity the person is performing, how it benefits the grant, and/or the reason/circumstances for the travel.

# Options:

- Subcontract PI meeting with UK PI
- Consultant meeting with UK PI
- Other professional collaborator meeting with UK PI
- Workshop/Conference leaders/trainers
- Participant Support
- Advisory Board
- Visiting Speaker
- Official Guest Expense
- Recruitment (very limited) of individuals to work 100% on the project

# Options (more details)

- Subcontract PI meeting with UK PI

These travel costs should be included in the subcontract with the non-UK entity – i.e., other academic institution. Travel costs should be included in their budget and associated justification. Charge as g/1 E530200 or E530201; needs to be specifically budgeted for budrule 4 as sponsored classes E530200 and E530201.

# Options (more details)

- Consultant meeting with UK PI

These travel costs should be included in the consulting agreement with the individual providing this service, either as part of their fee or as a separate item in the agreement. Charge as g/1 530130; needs to be specifically budgeted for budrule 4 as sponsored class E530130.\*

# Options (more details)

- Other professional collaborator meeting with UK PI

Need to review the budget justification for what was planned. Depending on the circumstances, may need to budgeted as consultant (this may need AP/Accounting input) – otherwise, could charge as g/1 530192, Professional Contract Services, which rolls up on a budrule 4 budget to E530300, Direct Current Expenses.

# Other (more details)

- Workshop/Conference leaders/trainers

Does the grant project have a workshop/conference component? The g/l 530191, Workshop and Conference payments, rolls up to sponsored class E530300 Direct Current Expenses on a budrule 4, but need to make sure it's allowable/allocable by reviewing the g/l 530191 definition and project budget justification.

# Other (more details)

- Participant Support

Must be specifically approved and budgeted, either in the proposal budget or via a subsequent prior approval request of the sponsor, to be allowed on a budrule 4 project. Often separated into a scope account just for this purpose. Sponsored class is E530170; g/1 530170 would be used for travel expenses. Watch the PADR at the time of the account set up to make sure it's included.

# Other (more details)

- Advisory Board

Must be specifically approved and budgeted, either in the proposal budget or via a subsequent prior approval request of the sponsor, to be allowed on a budrule 4 project. Sponsored class is E532999; g/1 530135 would be used for travel expenses.

Watch the PADR at the time of account set up to make sure it's included.



# Other (more details)

- Visiting Speaker

Not seen often on research grants. Although g/1 530190 for this rolls up to sponsored class E530300 on budrule 4 projects, visiting speaker expenses would still need to be specifically related to the aims of the project (and part of the budget justification) to be considered allowable and allocable on any sponsored project.

# Other (more details)

- Official Guest Expense

Per the definition for this g/1, 530501, it implies no services were provided – wouldn't be allowed on any sponsored project – as travel should only be paid for those individuals providing a service that supports the sponsored project.

# Other (more details)

- Recruitment

Seldom seen on sponsored projects. While the g/1 for this, 530502, rolls up to sponsored class E530300 Direct Current Expenses on a budrule 4 sponsored project, allowability and allocability are very limited (UG requires repayment of costs if the individual resigns within 12 months).

# Reference Links

- Complete Expense g/l list with definitions:

<https://www.uky.edu/EVPFA/Controller/general.htm>

(General Accounting, Office of the Treasurer site)

- BudRule Cross Walk:

<http://www.research.uky.edu/ospa/> (OSPA site)

<http://www.uky.edu/EVPFA/Controller/sponsor.htm>

(SPA site)

AVC Roll up Update

<http://www.research.uky.edu/ospa/> (OSPA site)