

## **Travel Authorization Procedure – Sponsored Program Allocation**

If Employee Travel will be allocated to two or more Sponsored Programs, the following additional steps should be followed to ensure allocation is properly documented.

Travel Authorization Process:

1. Complete Finance Travel Authorization Request Form per Travel Guidelines
2. Complete Travel Authorization Worksheet to define expected costs
3. Complete Travel Authorization Allocation Worksheet to document allocation of charges to multiple sponsored programs

### **1. Complete UConn Health Travel Authorization Worksheet**

- Follow guidelines per Finance Office Travel Authorization Instructions per [website](#).
- In Business Purpose of Travel Box, include “See Attached for FOAP Allocation.”
- Leave Committed Amount and FOAP information box blank.

### **2. Complete Travel Authorization Worksheet to define expected costs**

- Refer to Instructions to document all anticipated costs, including supporting documentation as necessary for approval.

### **3. Complete Travel Authorization Allocation Worksheet to document allocation of charges to multiple sponsored programs**

- List FOP (fund/org/program) and percentage of travel that should be allocated.
- Provide a basis of allocation for the distribution (why awards noted are

## **SOP – SPS – Travel Authorization allocated to 2 or more sponsored projects**

- SPS receive TA via mail, [Researchfinance@uchc.edu](mailto:Researchfinance@uchc.edu) inbox.
- Split coded TA will include two additional forms (NOTE: Instead of listing FOAPS on TA Request, Form, department administrators will indicate “See Attached” under BUSINESS PURPOSE section):
  - Travel Authorization worksheet – SOM designed template to assist in allocation of expenditures in accordance with UCH travel policy;
  - Travel Authorization Allocation Worksheet – SPS designed template to assist in allocation of TA expenditures across multiple FOAPs and document allocation basis.

### Authorization Approval Steps:

1. Review TA for allowability on sponsored programs per Grant Related Travel Authorization Checklist.
2. Review TA for allocability on sponsored programs:
  - a. Fund distribution should total to 100%
  - b. Funded \$ amount should tie to total amount per TA worksheet
  - c. Review reasonableness of “Basis of Allocation”
    - i. Comments should consider the benefit to all sponsored projects;
    - ii. Comments should provide a basis for the allocation. Examples may include:
      1. Proportional Benefit
      2. Effort distribution of individual traveling (note, if effort is being used, it should be verified against payroll distribution)
      3. Space allocation (this should be rare on travel)
3. Sign-off on TA and forward as appropriate.

### Reimbursement Approval Steps

1. Review TR per Grant Related Travel Reimbursement Checklist.
2. Review TR for allocability on sponsored programs:
  - a. Use Travel Reimbursement Worksheet to allocate authorized expenditures from reimbursement request form.
    - i. Fill out traveler name, TA, and travel start and end dates
    - ii. Enter FOAP and allocation percentages per TA Allocation Worksheet
    - iii. Enter reimbursement totals by category per General Accounting
    - iv. Enter Document Amount (reimbursement box 4) in cell E29; this should match iii (resolve as necessary)
    - v. FOAP distribution will calculate per account and allocation percentage; print and attach to TR; forward to General Accounting as appropriate

## **SOP – Department Administration – Travel Authorization allocated to 2 or more sponsored project**

1. Fill out Finance Department [Travel Authorization](#) form per guidelines:
  - [Travel Authorization Instructions](#)
  - [Finance Travel Website](#)

NOTE: When funding source for travel includes 2 or more sponsored programs, do not fill out COMMITTED AMOUNT and FUNDING Information. Instead, in BUSINESS PURPOSE OF TRAVEL section, include Purpose of Travel, and add “See attached”

2. Fill out Travel Authorization form Worksheet to document anticipated costs of travel.
3. Fill out Travel Authorization Allocation Worksheet:
  - List FOAP paying for travel and the percentage of total cost to be incurred;
  - Include a basis of allocation that supports the distribution of costs to each.
4. Print and attach Travel Authorization form Worksheet and Travel Allocation Worksheet and attach with supporting documentation on Travel Authorization form distribution.

### **NOTE:**

- If a non-project fund is used to offset costs of travel that is allocated to one sponsored project, the Allocation Worksheet is not required. Finance Travel Authorization form should be used to document cost.
- For further information on Allocation, please refer to:
  - [Guidance: Expenditures on Sponsored Awards](#)
  - [Sponsored Project Expenditures: Approval and Monitoring](#)
  - [Federal Costing Principles Training](#)