updated 12/05/18

Travel Information Sheet

**Domestic Travel**
Domestic travel is defined in IRS Publication 463 as travel among any of the fifty United States and District of Columbia. However, if travel expenses are to be paid from a funding agency that defines domestic or foreign travel differently, then that agency's definition will apply.

* **Per Diem -** Domestic Travel **–** Domestic travel is reimbursed on actual expenses, **not** per diem.

**Foreign Travel**
IRS Publication 463 defines travel outside the United States as anywhere other than the 50 states and District of Columbia. However, if travel expenses are to be paid from a funding agency that defines foreign travel differently, then that agency's definition will apply.

* **International Travel Registry** - It is highly recommended that the traveler update their JHU International Travel Registry. Registered travelers will receive assistance with pre-travel preparations, including notifications about the destination country, risks, and prevention measures. After a traveler creates a Travel Profile, the traveler enters the itinerary for each trip, including flights, accommodations and in-country contacts. This critical information allows divisional crisis management staff to contact and support the traveler in the event that there is a natural disaster, political unrest or other emergency situation.

The JHU International travel registry is available on the <https://my.jh.edu/> portal page. The link/icon is under "myApps" on the left. Here's the direct link: <https://travelregistry.johnshopkins.edu/Travel>

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* **Fly America Act –** The Fly America Act should be followed when a traveler is traveling on funds provided by the federal government (sponsored funds). Federal regulations require that the traveler use an American flag carrier airline unless an exception applies. One exception is transportation provided under the 4 bilateral/multilateral "Open Skies Agreements". See the Fly America Act Summary <http://finance.jhu.edu/depts/ap/internal/act.pdf> for more information.

The Fly America Act Waiver Checklist is required for all travel outside the US using a **non-American** flag carrier airline on sponsored funds. On the waiver, you must certify the following:

*I hereby certify that no U.S. flag carriers met the Fly America Act criteria at the time of my trip and that traveling on the foreign carrier was a matter of necessity. The air Travel expense is incompliance with Johns Hopkins University policies*.

Here's a link to the waiver form <http://finance.jhu.edu/depts/ap/internal/waiver.pdf>.

* **Per Diem -** International Travel **–** Use of per diem rates for international travel when charging to non-sponsored funds (e.g. FRB, Start-up, Gift, Endowment, Discretionary, Operating) requires approval from the Dean’s Office (Dan Cronin) prior to traveling. The approval should be included in the reimbursement as one of the pieces of back up required.
* **Export Control Rules**: When you travel outside the US, you become an "exporter" subject to US export control and sanction program regulations. This requires the University traveler to exercise caution and be diligent in determining what may be required by these regulations when traveling to a foreign destination. Depending upon your destination, you may need a license to take certain tangible items and technical information (hard copy and digital) with you. A license may also be required to discuss certain technical information in a foreign country, and in some cases even to provide or receive certain non-technical services and information. A traveler cannot assume that a license is not required for their international travel. The traveler needs to verify that the trip is unlikely to involve restricted exports and other activities by reading the information provided by the Export Control Office, see. <http://jhuresearch.jhu.edu/EC/EC_travel_support.htm>

**All Travel**

JHU encourages JHU affiliates to use CONCUR to self-book travel or contact our preferred travel agency, World Travel, Inc. Both options give you direct access to all of JHU’s air, rail, and lodging negotiated corporate rates. Details can be found here for both, including relevant agency phone numbers and email addresses: [http://ssc.jhmi.edu/travel/ booking/index.html](http://ssc.jhmi.edu/travel/%20booking/index.html).

**Frequent Flyer Miles/Points:** The University will not reimburse travelers for tickets purchased with **frequent flyer miles**.

**First Class / Business Class:** Prior to traveling, first or business class need approval from Dan Cronin. The **First Class and Business Class Air Travel Justification and Approval form** needs to be completed and submitted to the Dean’s Office (Dan Cronin) for review/approval. The approved form needs to be submitted with your travel reimbursement.

**Car Rentals:** The use of rental cars is limited to situations where commercial transportation facilities either are not available or their use is impractical or more expensive. The size of the rental car should be the least expensive model consistent with the number of travelers and the purpose of the trip. The rental car should be refueled prior to returning it to the agency to avoid the refueling charge. University employees are strongly encouraged to rent any vehicles through agencies under contract with the University.

Corporate Discount Plan: Additional information on car rental discounts can be found on the [Johns Hopkins Travel Center website](http://ssc.jhmi.edu/travel/preferred_suppliers/rental_cars.html).

**Commuting** (mileage, train, etc. from home to your normal work location and back any day of the week) is not reimbursable under the IRS Rules. If your work location varies, this still applies.

Hotels / Lodging: Faculty, staff, students and non-employees are reimbursed for actual expenses for safe, comfortable, reasonably priced lodging when the appropriate supporting documentation is provided unless a per diem is used (see page one for per diem policy). Travelers should ask for educational or corporate discounts at all hotels, many of which charge reduced rates to those who identify themselves. Itemized hotel bills are to be submitted when requesting reimbursement for hotel expense. Monthly statements and non-itemized hotel bills ordinarily will not be accepted as documentation of travel or business expenses. At this link you may view a list of preferred hotels and the corporate discounts available: [http://ssc.jhmi.edu/ travel/preferred\_suppliers/index.html](http://ssc.jhmi.edu/%20travel/preferred_suppliers/index.html).

The University will not reimburse travelers for **any cash value of hotels paid for with hotel or credit card reward points** **or similar rewards programs**.

**Ground Transportation and Parking:**

JHU has a rideshare partnership with **Lyft for Business**; corporate discounts are available. JHU also partners with parking providers at BWI to help keep parking costs down. The details for both of these programs can be found here: [http://ssc.jhmi.edu/travel/preferred\_suppliers/ground\_transportation\_ and\_parking.html](http://ssc.jhmi.edu/travel/preferred_suppliers/ground_transportation_%20and_parking.html)

The **Federal Travel Regulation** (**FTR**) should be followed for travel directly funded by the federal government (federal sponsored funds) unless OMB Circular A-21, Cost Principal for Educational Institution provides additional guidance. For example, in compliance with OMB Circular A-21, the method used (actual expense or per diem) must be used for the entire trip, not selected days.

**Meals:**

The School will not reimburse for gratuities that are greater than the accepted standards. (Currently, the domestic standard is 15-20% of the total bill; international standards may vary.)

The department requires that you provide all original itemized receipts. If one is missing you should make attempts to recover a copy from the vendor before using a missing affidavit form.

Alcohol should be identified on all receipts. Alcohol cannot be charged to sponsored funds.

If a business meal includes more than yourself, you must provide names of attendees, their affiliation, and the purpose of the business meal.

**Membership dues** cannot be applied to sponsored funds.

**Sales Tax:** As a non-profit organization we benefit from Maryland sales tax exemption. Most often this applies to meals and in-store purchases, not so much for travel.

However, due to its non-profit status, the University may have a sales tax exemption certificate for purchases *made* *in* 30+ states. (See the list here: [https://apps.finance.jhu.edu/depts/tax/ purchase.html](https://apps.finance.jhu.edu/depts/tax/%20purchase.html)). Each state has varying laws regarding what items they exempt from the imposition of state taxes, and some states do not exempt not-for-profit corporations from any of the state taxes imposed. Where a state tax exemption exists, it generally covers the purchase of tangible personal property used in the conduct of University business; such property includes office supplies and equipment. It may also include business meals.

Certificates may be requested for those traveling on University business who will make purchases on the University's behalf while in another state. An exemption certificate may not be used to purchase items for personal use. Email the Tax Office at tax@jhu.edu to request a copy of the JHU sales tax exemption certificate you need. The certificate will be sent to you.