

Subject: TRAVEL AWARDS		Issued By: FINANCE DEPARTMENT	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #: 1004	Issue Date: July 1999	Revised Date: October 2, 2006	Effective Date: October 15, 2006

Reference:
HRA Policies & Procedures ACC-006

PURPOSE

To provide guidelines for HRA Travel Awards, which are granted to Residents and Fellows who are either primary PI's or co-Principle Investigators (PI's) in order to present abstracts (papers, posters, etc.) of research conducted at (or in part at) USC medical research sites.

POLICY

1. **ONLY RESIDENTS AND FELLOWS ARE ELIGIBLE FOR TRAVEL AWARDS:** Requests for Travel Awards will only be granted to USC Residents and Fellows. Faculty members or undergraduate students are not eligible for Travel Awards;
2. **TRAVEL AWARDS MAY BE GRANTED ONLY ONCE PER FISCAL YEAR PER INDIVIDUAL:** USC Residents and Fellows may receive only one Travel Award per HRA fiscal year (July 1 to June 30). Although HRA may receive multiple Travel Award Applications from a single individual during any fiscal year, HRA's Finance Department will only fund one Travel Award Application per fiscal year, per individual;
3. **RESIDENTS AND FELLOWS MUST SUBMIT A TRAVEL AWARD APPLICATION:** In addition to completing a Travel Award Application form (located at the end of this document), applicants must also submit:
 - a) A "Letter of Invitation" to present (abstract, paper, poster, etc.) at a particular event;
 - b) A letter from their Department Chair acknowledging that department funding is not available to support the Travel Award expense;
 - c) A copy of the materials to be presented; and;
 - d) A budget that itemizes anticipated expenses (see Travel Award Application form for additional guidance);
4. **ONLY IRB-APPROVED RESEARCH MAY BE PRESENTED:** Any research results from studies being presented must have been pre-approved by a USC Institutional Review Board (IRB) prior to the start of the study in question;

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5. **HRA WILL ACCEPT TRAVEL AWARD APPLICATIONS WITHIN A 120-DAY WINDOW:** HRA's Finance Manager must receive a Travel Award Application and applicable receipts either 60 days before, or 60 days after, the actual travel occurs. After reviewing and approving the charges, the Finance Manager then passes the receipts to the Accounts Payable department for payment and/or reimbursement via the Direct Payment Method;
6. **ALLOWABLE TRAVEL AWARD EXPENSES: HRA TRAVEL AWARD FUNDS MAY BE USED FOR THE FOLLOWING:**
 - Airfare;
 - Automobile Mileage;
 - Parking;
 - Conference Registration Fees;
 - Hotel (2-day maximum), and;
 - Meals (2-day maximum).

Note: Automobile rentals & presentation materials are not allowable expenses.
7. **LOWEST AIRFARE AVAILABLE IN THE CONTINENTAL US:** Applicants should seek 21-day advance purchase airfare rates or the lowest airfare available for the route and dates in question. Consideration will be given to applicants who demonstrate that a lower airfare can be obtained by staying an additional night. The airfare allowance applies to travel within the Continental U.S. only;
8. **AUTOMOBILE MILEAGE REIMBURSEMENT:** HRA will reimburse mileage at the IRS rate in effect when the travel occurs. Please consult the following website for the current standard mileage rate: <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>;
9. **\$160 TRAVEL AWARD PER DIEM LIMIT:** The HRA Travel Award includes a per diem allowance of \$160 for a maximum of two days to cover hotel, meals and incidentals. An additional daily allowance of \$40 (\$200 per day total) is available if the applicant is traveling to one of the following locations: Boston, Chicago, Dallas, Washington, D.C., Houston, New York, Philadelphia, Miami, San Francisco, and Detroit.

RESPONSIBILITY

PI's & Co-PI's
HRA's Finance Manager



Health Research Association, Inc.
an affiliate of University of Southern California

TRAVEL AWARD APPLICATION FORM

This application may be submitted to the HRA offices 8:00 a.m. – 5:00 p.m. Monday through Friday, or mailed to Health Research Association, 1640 Marengo Street, 7th Floor, Los Angeles, CA 90033. If you have any questions, please feel free to call (323) 223-4091.

PLEASE WRITE LEGIBLY

Section 1: Principal Investigator:

Name: _____	Department: _____
Address: _____	Division: _____
_____	_____
_____	_____
Phone Number: _____	Signature: _____
Fax Number: _____	(required)
E-mail address: _____	

Section 2: Title of Presentation:

HRA SPONSORED TRAVEL AWARDS

The following must be attached to this application:

1. Letter of invitation to present the abstract (paper, poster, whatever is to be presented.)
2. Letter from Department Chair acknowledging that funding is not available to support the travel expense.
3. Copy of the study abstract.
4. Budget that itemizes the costs, registration fees, per diem rates, etc. The tables below have been provided for your use.

All expenses listed **MUST** have an ORIGINAL receipt for documentation. Affix all receipts to letter size paper and attach to this application.

TRANSPORTATION (Air/Auto/Taxis)			
Type	Company	Date	Amount

HOTEL (Room Charge and Tax Only)			
Name	Dates of Stay	Daily Rate	Amount



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TRAVEL AWARD APPLICATION FORM

MEALS					
Date	Breakfast	Lunch	Dinner	Other	Total

INCIDENTAL EXPENSES (Tips, Registration, Phone Charges, Etc.)		
Date	Expense Description	Amount
TOTAL EXPENSES		

Applicant Signature: _____ Date: _____