

RE: Biden School Research Travel Policy

This document serves as guidance for the Biden School's policy relating to faculty research and travel expenses and reimbursements.

In support of the School and University's mission of research excellence, the school will commit resources to support its faculty to engage in research related activities that lead to scholarly publications in external outlets. School leadership may also make some funds available to support activities of strategic import to the school.

- Faculty who, do not have other sources of funds to support their research activities (e.g. grants, startup funds, endowments, or faculty support accounts), will receive support from the school.
- The school will support research activities to the amount of **\$1200 per academic year**.
- **All University travel is required** to have an associated Travel Request in Concur prior to purchasing any related expenses (flights, accommodations, registration fees, etc.)
 - Travel requests should be submitted for approval **at least two weeks prior to travel**.
 - Travel requests must be submitted for **all travel** using University funds, including but not limited to grant funds, start up and support funds, endowments.
- All expenses should be purchased on a UD credit card if possible.
- All expenses including out of pocket charges being submitted for reimbursement should be reconciled in [Concur](#).
- It is expected that all charges both paid for with a UD credit card and out pocket should be reconciled in Concur within 30 days of travel.
- Additional requirements:
 - Concur pre-approval required for all travel.
 - Tipping cannot exceed 20%
 - Justify if over budget.
 - Food per diem should account for conference meals.

For questions related to faculty travel support or assistance with Concur, please contact James Bell (bellj@udel.edu), Business Administrator II.

Last updated: 02/08/2024

Last reviewed by: James Bell

Date for updated review: August 2025