

R&D CENTER TRAVEL TIPS

The R&D Center is enforcing the Regulations on Travel Expenses of the University of Puerto Rico established in Certification No. 78, 2005-06 (“**Reglamento de Gastos de Viaje de la Universidad de Puerto Rico**”) which indicates that:

- **Article 4-k:** *Travel in and outside Puerto Rico will not be authorized to persons that have pending a travel advance settlement (“liquidación de viaje”), except in exceptional cases that are duly justified.*
- **Article 18-m:** *All claims for reimbursement of travel expenses in and outside of Puerto Rico should be submitted within the first (90) calendar days after the arrival date. The University will not process any reimbursement of travel expenses after 90 days.*
- **Article 15-a:** *After receiving ‘cash’ advance (“anticipo”) for travel outside of Puerto Rico, the traveler will submit, within the first thirty (30) calendar days after his arrival, a detailed list of all the expenses incurred, along with a copy of the travel report.*
- **Article 15-b:** *When travel cash advance is provided for travel in Puerto Rico, an expense report should be submitted within ten (10) calendar days after arrival.*

Thus, in order to comply with UPR’s Travel Regulations and expedite your travel plans, you should follow these simple steps:

- **Obtain the authorization for travel** from the corresponding authorities (e.g. Department Chair and Dean), **prior to incurring in any travel expense**. [See Note.]
 - You must fill in the Travel Authorization Form. [Refer to: **SOLICITUD Y AUTORIZACION DE ORDEN DE VIAJE**.]
 - Remember that this Form only requires **estimates** of the expenses. So, estimate lodging, transportation, registration, per diem and other allowed expenses. Obtain the approval signatures of your Department Chair and Dean.
- **With the authorization signed, proceed with your travel arrangements.**
 - Purchase plane tickets, reserve hotel, pay registration, etc. (Beware: The date of purchase must be consistent with the approval date!)
 - If you use the American Express Corporate Card, identify which are the expenses paid with AMEX and which are the ones you will be requesting a Cash Advance (*Anticipo*), if applies.
 - To request a travel advance, use the form: **OBLIGACIONES/ANTICIPO DE VIAJE**.
- **While on travel:**
 - Keep original receipts as evidence of approved expenses such as: taxi (transportation (airport-hotel)); hotel charges, plane tickets, for later reporting.
- **Submit your report upon return:**
 - If you requested cash advance for travel in Puerto Rico, you must submit your expense report within 10 calendar days after arrival date, along with your travel report.
 - If you requested cash advance for travel outside Puerto Rico, you must submit your expense report within 30 calendar days after arrival date, along with your travel report [See Note 2.]
 - If no cash advance was requested, you have up 90 calendar days after the arrival date to submit any claims for reimbursement of travel expenses.
 - Use the Form: **LIQUIDACIÓN Y COMPROBANTE PARA GASTOS DE VIAJE** to submit your expense report, along with supporting evidence.
 - The University will not process any reimbursement of travel expenses after 90 days upon arrival. Be diligent; file your report on time, and keep a copy for your records.

Important: If you have any pending travel reports or travel advance settlements (*liquidación de viaje*), submit those travel reports, and contact the R&D Center Accounting Office to clear out your travel records.

Notes:

- For Guidelines on Travel Authorization for Academic Personnel at UPRM (“**Guía para la Autorización de Viajes del Personal Docente del Recinto Universitario de Mayagüez (Cert. No. 90-91-366)**”), access: <http://www.uprm.edu/ac/formularios/guia-viajes.pdf>. Pg. 3: Academic

personnel are required to submit a Travel Report addressed to the Chancellor, by means of its Director and Dean no later than 30 days upon return.