



Sponsored Projects Services

Things to Keep in Mind When Traveling on Sponsored Projects...

If the source of funding for a travel starts with a 2, 3, or 4, you are likely working with sponsored funds. There may be additional rules or limitations on the travel.

- Business purpose clearly linking the travel to the project scope of work is required on all payment documents for the travel (conference registration, travel reimbursement, etc.)
 - Compliance with UO Travel Policy is key to making sure funds are treated consistently
 - Check in with the UO Travel Office and Sponsored Projects Services in advance for any special cases
 - Sponsors may limit or restrict travel on awards, be familiar with the terms and conditions of the award
 - Foreign travel likely needs prior approval from the sponsor, check in with Sponsored Projects Services to confirm allowability of any foreign travel
 - Fly America Act compliance is required for all Federal funding sources; complete a Fly America form for all foreign travel on Federal funding (index and fund begin with 2)
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Need Help?

- Contact Sponsored Projects Services for questions on your sponsored funds, sponsoredprojects@uoregon.edu
 - Find your assigned SPA team on our website, http://orsa.uoregon.edu/index.cfm?topLevCat=orsa&page=orsa_campus_units
 - Fly America Act resources available on SPS website, http://orsa.uoregon.edu/index.cfm?toplevcat=awards&page=AW_14_Fly_America
 - Check our calendar for upcoming training sessions and other resources, <http://orsa.uoregon.edu/index.cfm?topLevCat=training>
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SPONSORED PROJECTS SERVICES

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