

## **PROJECT-RELATED TRAVEL EXPENSES DUE TO HURRICANE KATRINA**

**This Travel Policy Extension relates only to projects funded by National Institutes of Health (NIH).**

Reimbursement for travel costs, including housing and meals/incidental, related to the relocation of NIH-funded projects to host institutions may be charged to the award that supports the project if all of the following criteria are met:

- The award is funded by the NIH.
- There are available funds on the award.
- The expenses were incurred prior to the faculty call back date of January 2, 2006.
- All employees and/or students working on the project, with similar circumstances, must be reimbursed in a consistent manner.
- The employee was required to relocate to the host institution to continue working on the project.
- The reimbursement must be approved by the Principal Investigator.

No reimbursement may be charged to a grant without the Principal Investigator's approval. The Principal Investigator has discretion to deny approval based upon his or her assessment of the above factors. If the Principal Investigator does not approve reimbursement, neither Tulane nor the Principal Investigator is otherwise responsible for reimbursing for these travel expenses. The Principal Investigator is responsible for determining and justifying whether the request for project-related reimbursement is appropriate and whether sufficient funds are available in the award.

Provided funds are available, the person seeking reimbursement may choose to be reimbursed either for:

- reasonable actual expenses for both housing and meals and incidental (M/I)
- actual housing expenses and the CONUS per diem rate for M/I
- the CONUS per diem for both lodging and M/I

Reimbursement for mileage will be based upon a specific rate per mile multiplied by the number of miles substantiated. The mileage rate is available on the Travel Expense Itemization Sheet.

Once a total cost is computed, the employee must deduct any disaster related income received, such as Insurance, FEMA, American Red Cross, etc. The difference will be the amount eligible for reimbursement. An Katrina Income Acknowledgement, stating that all other sources of income have been disclosed, must be signed by the person seeking reimbursement.

The amount charged to any project should directly relate to the amount of the person's percent of effort on that project.