

**Princeton University      Office of Research and Project Administration**  
Fourth Floor, New South Building

**To:** Department Chairs / Department Managers / Grant Managers

**From:** Chris McCrudden  
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**Date:** July 1, 2000

**Subject:** Foreign Travel Voucher Approvals

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The Office of Research and Project Administration (ORPA) and the Treasurer's office have been working together to streamline our current processes. Recently we reviewed the processing of travel vouchers in two areas that affect sponsored research awards: 1) foreign travel vouchers, and 2) reimbursements to students and other non-PIs. As a result, the following changes will take effect immediately:

1. All foreign travel vouchers charged to 4000 and 6000 project/grants should be sent directly to ORPA for approval. If the foreign trip is listed in the approved budget, please state this in the "Purpose of Travel" section of the Travel Voucher. If the trip required prior approval from ORPA or the sponsor, please note the date of such approvals in this same section. If the travel reimbursement is for someone other than the PI, the traveler's status must be listed next to the name (see below). Approved vouchers will then be forwarded to Travel Accounting for final review and payment.
2. Domestic travel vouchers for non-PI's charged to 4000 and 6000 project/grants should continue to be sent to Travel Accounting. The voucher must include the traveler's status (undergraduate student, graduate student, consultant, visitor, etc) along with a statement as to why the travel was necessary to accomplish the objectives of the project (see attached sample). Princeton must be able to relate the traveler's status and activities with the goals of the research project. The requirement allows us to more completely address auditing queries through central files rather than through departmental files. Travel vouchers that do not contain this information will be returned to the department for completion.

We are confident that these improvements will allow for faster payment processing, and will also provide more accurate and complete travel information. Feel free to contact Ilse Gusciora or your ORPA Representative with any questions regarding these policies. We appreciate your cooperation.

c: J. Floersch  
I. Gusciora  
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ORPA Representatives