



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

## **RESOLUTION NO. 25-06 RELATIVE TO AMENDING THE RCUOG TRAVEL POLICY**

**WHEREAS**, the Research Corporation of the University of Guam (RCUOG) was established by Public Law 32-114 as a public corporation; and

**WHEREAS**, the RCUOG Travel Policy requires that all travel arrangements be made only after a Travel Authorization (TA) is approved to ensure compliance with federal regulations and prudent management of funds; and

**WHEREAS**, RCUOG travelers occasionally book airfare and lodging prior to TA approval, which creates audit and compliance risks and violates RCUOG policy; and

**WHEREAS**, some travelers have expressed concerns that airfare rates change significantly during the TA review process; and

**WHEREAS**, RCUOG seeks to support both compliance and cost-effectiveness by allowing the use of fare-hold services such as United Airlines' FareLock to secure lower fares while awaiting approval; and

**WHEREAS**, RCUOG finds it necessary to amend the Travel Policy to include enforceable consequences for pre-authorization travel bookings by travelers; and

**WHEREAS**, the Travel Policy must also be amended to clarify that travelers may only pay for their own travel expenses, and may not pay for others except under extenuating circumstances approved by the RCUOG Executive Director; and


**WHEREAS**, RCUOG recommends including the additions and amendments to the RCUOG Travel Policy as listed in Exhibit A; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors hereby adopts the RCUOG Employee Handbook and Policy Manual, as amended.



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

Adopted this 19th day of June 2025.

  
Anita Borja Enriquez (Jun 19, 2025 17:38 GMT+10)

Dr. Anita Borja Enriquez, Chairperson

**ATTESTED:**

  
Shook Ryan (Jun 22, 2025 12:04 GMT+10)

Ryan Shook, Secretary



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## EXHIBIT A

### POLICY ADDITIONS TO RCUOG TRAVEL POLICY

1. Section 4.b (Air Travel) is amended to include the following paragraph:

“Fare-hold services (e.g., United Airlines’ FareLock) are allowable travel expenses when used to secure the lowest available fare while awaiting Travel Authorization (TA) approval. The fee must be reasonable, supported by documentation, and reimbursed only if the held fare is subsequently booked and the travel is completed.”

2. Section 9 (Travel Authorization) is amended to include the following paragraph:

“Travelers are prohibited from booking airfare, lodging, or other major travel-related expenses prior to the full approval of a Travel Authorization (TA) by RCUOG. Any such travel arrangements made in advance are done at the traveler’s own risk and may not be eligible for reimbursement.”

3. A new provision shall be added under Section 9 or in a general administrative policy section to read:

“In the event a traveler books travel prior to receiving a fully approved TA:

- (a) The traveler shall be ineligible for a travel advance;
- (b) The traveler shall not be reimbursed for airfare, lodging, or other travel costs until the travel clearance is submitted and approved;
- (c) The traveler’s reimbursement may be delayed by up to thirty (30) days”

4. Section 10 (Travel Clearance) is amended to include the following:

“Reimbursement of travel expenses for any travel that was booked prior to the full



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approval of a Travel Authorization (TA) may be delayed by up to thirty (30) calendar days.”

5. Section 9 (Travel Authorization) is further amended to include the following provision:

“Travelers may elect for their own travel expenses to be either paid directly by RCUOG or paid personally with reimbursement requested after Travel Authorization approval. In all cases, travelers are only authorized to book and pay for their own expenses. Travelers are prohibited from paying for the travel expenses of other individuals, including but not limited to airfare and lodging, unless extenuating circumstances exist and written approval is granted by the RCUOG Executive Director. This restriction is intended to ensure sound fiscal management, minimize the risk of misuse of credit card rewards or travel points, and uphold principles of financial transparency and accountability.”










# Resolution 25-06

Final Audit Report

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