RESEARCH CORPORATION
OF THE UNIVERSITY OF GUAM

RESOLUTION NO. 26-08
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 purpose of RCUOG includes the promotion of assigned educational, scientific, and literary pursuits of the University of Guam's grants and contracts through aiding in the development of study, training, and research and furnishing the means and methods to do so; and

WHEREAS, the RCUOG Travel Policy was originally adopted through Resolution No. 14-05 and has been amended from time to time to address the authorization, payment, reimbursement, documentation, and clearance of expenses incurred for official travel; and

WHEREAS, RCUOG has reviewed its current travel policies and operating practices and has determined that the Travel Policy should be further amended to establish clearer and more consistent requirements for airfare procurement, lodging, personal deviations from official travel, upgraded seating, funding-source compliance, supporting documentation, travel clearances, and Travel Authorization adjustments; and

WHEREAS, the amended Travel Policy authorizes reasonable rental vehicle insurance when a rental vehicle is approved for official travel and the applicable coverage is not already included in the rental rate; and

WHEREAS, the amended Travel Policy clarifies lodging reimbursement for travel lasting more than seven days by requiring the actual-expense method for lodging while permitting a traveler to voluntarily elect no more than seven days of lodging per diem in lieu of reimbursement for actual lodging expenses; and

WHEREAS, the amended Travel Policy requires compliance with applicable funding-source requirements, including the Fly America Act for federally funded travel, establishes reasonable connection-time standards, and reduces the airfare threshold for requiring multiple written quotations from ten thousand dollars ($10,000) to four thousand dollars ($4,000); and

WHEREAS, the amended Travel Policy establishes requirements for personal travel, side trips, alternate destinations, extended stays, different departure or return locations, and other personal deviations, including the submission of a comparison quote for the official business itinerary and the traveler's responsibility for any additional personal cost; and

WHEREAS, the amended Travel Policy establishes specific conditions under which upgraded seating may be approved in advance by RCUOG and clarifies circumstances that do not constitute sufficient justification for upgraded seating; and

WHEREAS, the amended Travel Policy strengthens documentation requirements for travel charged to federal awards, sponsored projects, grants, contracts, and other restricted funding sources and expands the supporting documentation required for conferences, training, seminars, and professional meetings; and

WHEREAS, the amended Travel Policy strengthens travel-closeout requirements by requiring expenses claimed on behalf of another traveler to be separately identified, supported, justified, and approved, and by requiring sponsoring units to submit proof of completed travel and applicable final invoices, receipts, and supporting documentation for travel facilitated by RCUOG for visitation or relocation; and

WHEREAS, the amended Travel Policy establishes procedures for adjusting an approved Travel Authorization when anticipated travel costs materially exceed the authorized amount, including an expedited approval process when immediate action is necessary to avoid a documented increase in cost or loss of availability; and

WHEREAS, adoption of the amended Travel Policy will establish more consistent airfare procurement and travel-documentation practices, strengthen oversight of travel-related expenditures, and provide a clearer audit trail for travel transactions administered by RCUOG.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the RCUOG Travel Policy, as amended which supersedes and replaces all prior versions of the policy.

RESEARCH CORPORATION
OF THE UNIVERSITY OF GUAM

Adopted this 10th day of August 2026.

Anita Borja Enriquez (Aug 28, 2026 13:54:57 GMT+9)

Dr. Anita Borja Enriquez, Chairperson

ATTESTED:

Wei Xiao

Wei Xiao (Sep 4, 2026 13:30:30 GMT+10)

Dr. Wei Xiao, Secretary

RESEARCH CORPORATION
OF THE UNIVERSITY OF GUAM

RCUOG TRAVEL POLICY

Amendment	Resolution No.	Date
7	26-08	August 10, 2026
6	25-06	June 19, 2025
5	25-03	March 7, 2025
4	23-10	November 28, 2023
3	22-04	December 2, 2022
2	22-03	September 30, 2022
1	17-06	September 22, 2017
Original	14-05	October 30, 2014

RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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It is the declared policy of RCUOG that all travel must be performed either for the direct benefit of UOG and/ or RCUOG or to fulfill a real and legitimate obligation of UOG and/ or RCUOG.

University of Guam employees traveling on funds service-ordered through RCUOG will follow the RCUOG travel policy.

SECTION 1 - General

Travel expenses must be reasonable and in line with prudent management of funds. The per diem allowance will be paid using federal GSA rates or Department of State (for international travel) rates in effect at the time the travel occurs.

All persons traveling shall exercise the same care in incurring expenses that a prudent person would if traveling on personal business. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred while on official business.

SECTION 2 - Definitions

a) The term “traveler” means the person who is traveling for the RCUOG.
b) The term “business days” means days during which the RCUOG is open for business.
c) The term “baggage” means RCUOG property, private property to be used exclusively for official business, and apparel needed by the traveler for the journey.
d) The term “per diem allowance” means a daily flat rate of payment in lieu of actual lodging and meal expenses.

SECTION 3 - Cost Sharing

The traveler and person authorizing the travel may make a cost sharing agreement as to the travel cost. RCUOG may make cost-sharing agreements with other institutions. If a cost-sharing agreement is made, the traveler must submit documentation of the cost to be paid by RCUOG.

SECTION 4 - Allowable Expenditures

a) Lodging & Subsistence
   i. Actual expenses or per diem may be used for trips lasting seven days or less provided the method used is applied to the entire trip and not to selected days of the trip.

ii. Traveler may request the per diem rate times the travel days without submitting receipts to document meal and lodging costs during the travel period if the travel period is seven days or less. Should meals be provided by the event or host, meal per-diem is to be deducted accordingly.

iii. All travel lasting more than seven days must use the actual expenses method for lodging from the first day of travel. Travelers must submit lodging receipts with their travel clearance. Travelers can receive the daily rate for Meals and Incidentals as published by GSA for each day of travel. As an alternative, a traveler may voluntarily elect to receive the applicable lodging per diem for no more than seven days of the trip instead of reimbursement for actual lodging expenses. The election must be documented on the Travel Authorization before travel begins. Travelers who make this election waives reimbursement for lodging expenses incurred after the seven-day lodging per-diem limit.

Actual lodging expenses may not exceed 200% of the maximum per diem lodging allowance. Receipts for meals <u>(if needed)</u> and lodging costs must be submitted to document allowable expenditures. See #10 Travel Clearance for details.

b) Air Travel

i. Travelers should select the most reasonable, lowest cost economy airfare for travel, which does not subject the traveler to undue delays in connections or layovers, and includes one checked bag and one carry-on bag in the ticket price. Travelers must comply with applicable funding requirements, including the Fly America Act, when travel is federally funded.

ii. Travelers should select flight itineraries with reasonable connection times. When practicable, connections should allow at least ninety (90) minutes between flights, or at least two (2) hours when customs, immigration, baggage re-check, airport changes, separate tickets, or international routing are involved. RCUOG may determine that the lowest-cost airfare is not reasonable if the itinerary creates an excessive risk of missed connections or disruption to official travel.

iii. If the ticket is less than $4,000 one written quot will suffice. If the total cost of airfare is $4,000 or more, the traveler must provide at least three written airfare quotes.Upon receipt of approved Travel Authorization, travelers may purchase their ticket (See Travel Advance 8 a below).

iv. RCUOG pays for official business travel only. Personal travel, side trips, alternate destinations, extended stays, different departure or return locations, or other personal deviations are not allowable RCUOG travel costs. If personal travel is included in the same itinerary as RCUOG-funded travel, the traveler must provide a comparison quote for the official business itinerary at the time of booking. RCUOG will pay or reimburse only the lower of the actual airfare purchased or the cost of the official business itinerary. Any additional cost caused by personal travel is the traveler’s responsibility. RCUOG may independently verify airfare costs and determine the allowable airfare amount.

v. Upgrading a seat above the lowest economy airfare is not allowable unless paid personally by the traveler or approved in advance by RCUOG because: (1) a documented medical need; (2) economy seating is unavailable for time-sensitive official travel; (3) the upgraded fare is equal to or less than the lowest reasonable economy fare; (4) the upgrade results in a lower total cost to RCUOG after considering direct and documented travel costs; or (5) the applicable sponsor provides prior written approval for the upgraded seating. Travel duration, comfort, convenience, preferred seating, or the desire to sit with another traveler are not sufficient justification, except when seating with a minor under the traveler's care is reasonably necessary. Upon approval of Travel Authorization, travelers may use their own funds to purchase their airfare and will be reimbursed for the most reasonable, lowest economy airfare (inclusive of one carry-on and one checked bag) only.

c) Ground Transportation

i. Rental of automobiles, taxicabs, and other special conveyances are allowable if authorized prior to the first day of travel. Reimbursement is allowed if supported by receipts for dates of authorized travel only.
ii. Rental Vehicle Insurance – Reasonable collision or loss damage waiver, theft protection, and liability coverage are allowable when a rental vehicle is authorized for official travel and the coverage is not already included in the rental rate. Reimbursement is limited to the actual cost of coverage for the authorized rental period and must be supported by a receipt.

d) Miscellaneous

i. Airport Parking Fees – Allowable not to exceed the cost of taxi fare to/from terminal.
ii. Lodging taxes – Reimbursement as a miscellaneous expense limited to taxes on reimbursable lodging costs (for non-foreign areas).
iii. Laundry & Dry Cleaning – Allowable if travel is four consecutive days or more.
iv. $35 in Internet charges, sim card, or calling card per day for a maximum of 7 days or $245 is allowed.
v. Reasonable and customary tips (waiters, porters, hotel maids) not to exceed 15%.
vi. Excess baggage charges – Excess baggage is allowed for official business purposes such as transporting equipment or specimens.
vii. Entertainment Expense - Meals may be covered under this category if the purpose of the meeting, the names of individuals who attend the meal at which official RCUOG/UOG business was discussed, and receipts are attached to the Travel Clearance form. Prior approval is required on the TA. Alcohol is not an allowable expense. Traveler using federal funds will not be able to charge entertainment

expenses to the grant unless there is prior approval from the grantor. A traveler cannot claim both M&IE (meals and incidental expenses) and an entertainment meal for himself/herself on the same day. The person who hosts the entertainment expense will have his/her meal deducted from his/her M&I on that day. The amount must be indicated on the travel clearance.

viii. 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 should be reasonable, supported by documentation, and reimbursed only if the held fare is subsequently booked and the travel is completed.Other expenses – Miscellaneous expenditures, when necessarily incurred by the traveler in connection with the transaction of official business, and not to exceed 10% of the approved Travel Authorization amount, are allowable when approved by the official who authorized the travel.

SECTION 5 - Travel day

a) The traveler will be entitled to the per diem rate for each day of official travel. No more than one day of per diem or expenses for traveling may be claimed before the beginning of official business. To determine the number of travel days in a trip, the number of conference/meeting/purpose days are counted plus one day of travel time outbound from Guam and one day of travel time inbound to Guam.
b) However, travel that requires more than 8 hours of flying time are allowed one additional day of outbound travel per diem. Supporting documentation should be attached to the TA requesting an additional travel day.
c) Trips less than a day - If a trip is less than one day, the traveler is entitled to all allowable expenditures. However, the traveler is not entitled to per diem.
d) Airline Delays - Flights are sometimes delayed by the airlines for a variety of weather, mechanical, or other reasons and travelers are not able to return as planned. In cases where the airline cancels or delays a flight, travelers may request an extension of their travel time upon their return.
e) Extension of Travel Time - The extension of official travel requires prior approval in writing by the person authorizing the travel.

SECTION 6 - Travel Days Between Official Business

It may be wise for RCUOG to send a traveler to multiple business-related activities or events. If there are open days between the meetings, the traveler and the person authorizing the travel should discuss whether the days in between will be considered annual leave or workdays, and whether they will be considered travel days for the purpose of per diem. The decisions on such a matter should be recorded on the travel authorization or a separate memo.

If travel includes multiple locations and lasts longer than 7 days:

a) Traveler can claim reimbursement based on actual lodging costs
b) If annual leave is taken between, per diem is allowed for official conference days only at each conference location. Travel days at each conference location must be 7 days or less.
c) If no annual leave is taken in between conferences and traveler claims per-diem, then a memo is needed to document why two back-to-back conferences should be treated as two separate trips. The traveler's supervisor must approve memo. Travel days at each conference location should be 7 days or less.

SECTION 7 - Salary and Use of Leave While traveling

a) Salary while on travel status - The traveler shall be on administrative leave and receive regular salary during the authorized travel time. Traveler must submit supervisor approved leave form to unit timekeeper prior to travel. Overtime pay will not be allowed for employees on travel status. Per diem is available for travelers traveling on weekends or on holidays. Travelers will not be paid additional salary for travel or work that takes place on nights, weekends of holidays.
b) Reporting Leave Use - If the traveler becomes sick during the trip or uses other types of leave while on travel status, the traveler must submit leave forms to unit supervisor for approval as soon as possible upon return.
c) Leave as a result of illness or injury - Whenever a traveler takes sick leave because of illness or injury not due to his or her own misconduct, the prescribed per diem shall continue for periods not to exceed ten days. The traveler must submit leave form to unit supervisor for approval.

SECTION 8 -Travel Advance

a) Advance of Funds - The traveler may request an advance of 80% of the authorized per diem and 100% of the conference fees and other miscellaneous allowances. Advances to travelers are considered by RCUOG as a receivable until the account is settled in a Travel Clearance. The RCUOG canarrange with the travel agency to pay for the airline ticket. If the traveler wishes to buy his or her own ticket, they should indicate this on the travel authorization and request reimbursement in the travel clearance upon presentation of documentation of a paid itinerary up to the amount of the allowed airfare. Reimbursement to the RCUOG is required if the traveler does not submit appropriate airfare receipts. See #10 Travel Clearance for details.
b) Release of check - Unless otherwise notified by the executive director, the traveler may pick up the check five days before the travel begins. In some circumstances, the executive director may release the check earlier.

SECTION 9 -Travel Authorization

a) To allow for timely processing and travel advances, the travel authorization form should be prepared by the traveler and sent to RCUOG office ten business days prior to the travel date. RCUOG can accommodate processing the travel authorization in a shorter timeframe but may not be able to issue travel advances before date of travel. Travelers who want to process travel authorizations in a condensed timeframe should expect to pay their travel and per diem costs up front and request reimbursement upon return. See #10 Travel Clearance for details.

b) 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.

c) The Principal Investigator's signature approving travel and funding source must be on the travel authorization form. If the PI is the traveler, then the PI's supervisor must sign the travel authorization form. No person can approve their own travel.

d) A statement justifying purpose of travel as it relates to grant objectives must be included on the travel authorization form. The purpose of the travel should provide details of the trip including location by city, dates of business activity, and name of conference or seminar. The travel should be allocable and beneficial to the account. For travel charged to a federal award, sponsored project, grant, contract, or other restricted funding source, the traveler should document how attendance is necessary to carry out the award, advance project objectives, or satisfy award requirements. If the applicable award, sponsor, federal agency, pass-through entity, grantor, contract, or 2 CFR Part 200 requires prior written approval, budget inclusion, or other specific authorization for conference, training, meeting, or travel costs, such approval or documentation must be obtained before the travel is approved by RCUOG.

e) If the travel is to a conference, training, seminar or professional meeting, a conference agenda, training agenda, seminar announcement, letter of invitation, or similar documentation must be attached.

f) The traveler shall attach a flight itinerary to his/her travel authorization form. This will be used to calculate travel days.

g) RCUOG will certify that funds are available and allowable from the grant source funding the travel. If funds are not available, the travel authorization will not be approved by RCUOG.

h) 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.

i) In the event a traveler books travel prior to receiving a fully approved TA:
   i. The traveler shall be ineligible for a travel advance;
   ii. The traveler shall not be reimbursed for airfare, lodging, or other travel costs until the travel clearance is submitted and approved;
   iii. The traveler's reimbursement may be delayed by up to thirty (30) days

SECTION 10 - Travel Clearance

In order to clear their travel Travelers must submit the following:

a) Proof of travel (e.g., receipts printed at airline kiosk, frequent flier statement indicating travel dates, or boarding passes) is required to document travel days and calculate proper per diem reimbursement.
b) Receipts to support all expenditures which exceed fifteen ($15) dollars except for food and lodging if per diem is claimed.
c) Receipts for conference registration, membership and other fees associated with the purpose of travel.
d) All claims for the reimbursement of travel expenses shall be submitted on the travel clearance form and must be itemized and stated in accordance with travel policy.
e) In order to satisfy federal compliance requirements, all travelers must submit a trip report which includes the purpose of the trip and how it contributed to satisfying grant outcomes along with a receipt of registration payment or other documentation that indicates attendance at the conference.
f) Suspension of Charges - Items in a travel clearance not stated in accordance with the travel regulations, or not properly supported by receipts where required, will not be reimbursed
g) Foreign Currency - Persons traveling in foreign countries should report their expenditure by item in the foreign currency. The total expenditure in foreign currency must be converted into US dollars at current rates, unless the actual cost can be shown on the credit card statement.
h) Clearance - The travel clearance should be submitted to the RCUOG office within twenty (20) calendar days after the traveler returns home.
   i. Any payments for amounts due to RCUOG from the traveler must be made at this time.
   ii. Receipts must be submitted to document allowable expenditures.
   iii. Travelers will not receive future travel advances while they have an open travel clearance.
i) Reimbursement of travel expenses for any travel that was booked prior to the full approval of a Travel Authorization (TA) may be delayed by up to thirty (30) calendar days.
j) Any expense claimed on behalf of another traveler must be separately identified on the Travel Clearance, supported by a receipt and written justification, and approved in

writing by the RCUOG Executive Director. Except when prior approval was not reasonably possible due to an emergency, approval should be obtained before the expense is incurred. Reimbursement is not guaranteed when prior approval was not obtained.

A Travel Clearance is not required for travel facilitated by RCUOG for visitation or relocation. However, the sponsoring unit must submit proof of completed travel and all applicable final invoices, receipts, and supporting documentation to RCUOG within twenty calendar days after completion of the travel. A trip report is optional.

SECTION 11 - Travel Authorization Adjustments

If aggregate actual travel costs are expected to exceed the approved Travel Authorization total by more than $250 or 10% of the approved Travel Authorization total, whichever is greater, the traveler should obtain an approved Travel Authorization Adjustment Form prior to incurring the excess cost whenever reasonably possible.

When immediate action is necessary to avoid a documented increase in cost or loss of availability, a Travel Authorization Adjustment form should be completed and approved in writing by the RCUOG Certifying Officer or RCUOG Executive Director before the purchase is made. All remaining approvals required should be obtained within five business days after the purchase. No person may approve of their own travel.

RCUOG maintains the right to deny or adjust should the excess cost be unallowable, unnecessary, non-allocable, personal in nature or not directly related to the approved travel.

SECTION 12 - Summary

The purpose of this policy is to ensure that the traveler will neither make nor lose money while traveling. In order to travel and ensure proper reimbursement, a person should request permission to travel by submitting a travel authorization form. When the travel is complete, the traveler should report his/her travel expenses on the travel clearance form, attach all necessary documentation and submit within 20 days of returning home. Required forms are available on the RCUOG website.

RESOLUTION NO 26-08 Amend RCUOG Travel Policy

Final Audit Report 2026-09-04

Created:	2026-08-28
By:	RCUOG HR (rcuoghr@triton.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAFMIsuBZQKOWoLHUi2pIsy477Od1IQ7KL

"RESOLUTION NO 26-08 Amend RCUOG Travel Policy" History

Document created by RCUOG HR (rcuoghr@triton.uog.edu)
2026-08-28 - 4:31:12 AM GMT

Document emailed to abe@triton.uog.edu for signature
2026-08-28 - 4:31:18 AM GMT

Document emailed to xiaow@triton.uog.edu for signature
2026-08-28 - 4:31:18 AM GMT

Email viewed by abe@triton.uog.edu
2026-08-28 - 4:54:30 AM GMT

Signer abe@triton.uog.edu entered name at signing as Anita Borja Enriquez
2026-08-28 - 4:54:55 AM GMT

Document e-signed by Anita Borja Enriquez (abe@triton.uog.edu)
Signature Date: 2026-08-28 - 4:54:57 AM GMT - Time Source: server - Signature Appearance Selected: MOBILE_DRAW

Document shared with Orana Elsegini (oranae@triton.uog.edu) by RCUOG HR (rcuoghr@triton.uog.edu)
2026-09-02 - 10:37:00 PM GMT

Email viewed by xiaow@triton.uog.edu
2026-09-04 - 3:30:12 AM GMT

Signer xiaow@triton.uog.edu entered name at signing as Wei Xiao
2026-09-04 - 3:30:28 AM GMT

Document e-signed by Wei Xiao (xiaow@triton.uog.edu)
Signature Date: 2026-09-04 - 3:30:30 AM GMT - Time Source: server - Signature Appearance Selected: TYPE

Agreement completed.

2026-09-04 - 3:30:30 AM GMT