



<b>Title:</b> <b>University Travel Policy</b>	<b>Policy Category:</b> <b>Risk Management &amp; Security</b>
<b>Issuing Authority:</b> <b>President's Office</b>	<b>Responsibility:</b> <b>Enterprise Risk Management</b>
<b>Publication Date:</b> <b>10/20/2023</b>	<b>Next Review Date:</b> <b>10/20/2026</b>

Printed copies are for reference only. Please refer to the [electronic copy](#) for the latest version.

### **Policy Statement/Background:**

Stony Brook University recognizes that travel enhances learning and discovery experiences for our students and employees. This policy includes specific rules and expectations that must be followed when traveling domestically and internationally as part of an individual's role and/or responsibilities. Stony Brook University sponsors and/or reimburses costs for appropriate and reasonable business expenses incurred by individuals traveling on official university business in accordance with New York State, Research Foundation for SUNY, and SB Foundation rules and regulations.

### **Policy:**

Travelers are **required** to:

- Register their travel prior to departure as noted below:
  - **RF for SUNY & State Funded Travel (Domestic and International):** Travelers using RF for SUNY or State funds must complete a travel pre-approval request in Concur ([available here](#)), unless traveling domestically on externally sponsored funds. State and RF for SUNY non-sponsored funded travelers must obtain supervisory approval (via Concur request) prior to traveling.
  - **All Other International Travel:** Travelers who plan to go abroad on University related business by means of a third party or who are paying

personally out of pocket (i.e., not seeking reimbursement) must register their international trip with Enterprise Risk Management ([available here](#)). This includes group trips involving recognized clubs and organizations, as well as those sponsored by departments, colleges/schools, or faculty.

- Review related travel policies and guidelines, which includes:
  - [State Travel Manual](#) (for State funded travel)
  - [RF for SUNY Travel Handbook](#) (for RF for SUNY funded travel)
  - [SB Foundation Travel Expense Policy](#) (for SBF funded travel)
- Adhere to all Stony Brook University policies and procedures, and comply with all applicable federal, state, and local laws.

Travelers are **strongly encouraged** to:

- Book travel with the University's Travel Management Company – Direct Travel. The benefit of following this recommendation includes: 24/7 customer support, payment flexibility, and enhanced duty of care offerings. **Note:** Finance & Administration employees are mandated to use the Concur/Direct Travel online book tool or arrange travel through Direct Travel's agent-assisted phone services.

## **A. International Travel**

All international travel will be reviewed by Enterprise Risk Management and/or the Office of the Vice President for Research. Requests to travel to high risk destinations may be denied. Furthermore, planned travel to embargoed countries designated by the U.S. Department of Treasury (i.e., Cuba, Iran, North Korea, Syria, Ukraine (specific regions), and Russia) must obtain prior approval from the Director of Research Security in the Office of the Vice President for Research.

Faculty/staff planning to travel abroad with students must provide notice to Enterprise Risk Management via email to [enterprise\\_risk\\_management@stonybrook.edu](mailto:enterprise_risk_management@stonybrook.edu) and follow all requirements (e.g. submit a roster, complete training, etc.).

International travel may pose significant health and safety risks, and travelers are encouraged to carefully plan for trips prior to departure. Preparation should take into consideration government warnings, University policies, health insurance coverage, and country-specific requirements. International travelers should familiarize themselves with the University's [Export Control Policy](#), materials on [Export Controls](#), and [Sexual Misconduct and Reporting Policy](#).

Students seeking to travel abroad for University related purposes should note the following:

### **1. Study Abroad**

All students participating in study abroad programs for academic credit through IAP must do the following prior to traveling:

- Register for the appropriate academic course(s);
- Enroll in SUNY's International Student Health Insurance;
- Complete all waiver and liability forms through the IAP Study Abroad Portal; &
- Participate in mandatory IAP Pre-Departure Orientation.

Questions regarding traveling abroad for academic credit should be directed to: [studyabroad@stonybrook.edu](mailto:studyabroad@stonybrook.edu).

Undergraduate students seeking academic/research related travel opportunities that are not for credit must obtain prior approval from the Office of Global Affairs and follow all requirements.

### **2. Graduate & Professional Students**

All graduate and professional students traveling for purposes related to their role and/or responsibilities, whether for academic credit or not, are required to follow any additional rules or requirements mandated by the Provost's Office, their academic program, department, and school/college. It is the student's responsibility to inquire about meeting these additional requirements prior to making travel arrangements. Students are strongly encouraged to obtain international health insurance coverage.

### **3. University Recognized Clubs & Organizations**

Recognized clubs and organizations are expected to contact their Program Advisor and the Department of Student Engagement & Activities at least 3 months prior to planned travel for guidance and support. Students are expected to follow all applicable University and Undergraduate Student Government (USG) travel policies and protocols.

### **B. Travel Expense Reimbursement**

Travelers must use Concur to request travel expense reimbursement. Training on Concur can be found on the [Travel & Card Programs website](#). Travelers should note the following reimbursement items:

- Subject to the availability of funds, the University reimburses for travel only if required for official campus business.
- Funds will not be used to reimburse for travel when benefits are primarily personal.
- Meal and lodging expenses will be reimbursed at the per diem rates only. All exceptions to the per diem rates for lodging require documented justification in Concur.
- Activities that constitute official travel include, but are not limited to, the following:
  - Travel by faculty, staff and students at the invitation of the Chancellor or other SUNY officials, the Board of Trustees, etc., on official university business.
  - Travel by others at the request of University officials on official university business.

### **Definitions:**

None

### **Contact:**

Additional information about this policy is available here:

#### **Enterprise Risk Management**

180 Administration Building  
Stony Brook, NY 11794  
(631) 632-9500

#### **Office of the Vice President for Research (OVPR)**

S5424, Frank Melville Jr. Memorial Library  
Stony Brook, NY 11794  
(631) 632-7932

#### **Procurement Office**

Research and Development Park, Building 17  
Stony Brook, NY 11794-6000  
(631) 632-6010

### **Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:**

- [Sexual Misconduct & Reporting Policy](#)
- [Export Control Policy](#)
- [SUNY Procedure 8952: International Travel with Students](#)

- [The Research Foundation for the State University of New York Travel Website](#)
- [Stony Brook Foundation Travel Policy](#)
- [Stony Brook University, Enterprise Risk Management](#)
- [Stony Brook University, Travel and Card Programs Website](#)
- [Stony Brook University, Office of Global Affairs](#)
- [Stony Brook University, Title IX Website](#)
- [Stony Brook University, Offices of Sponsored Programs and Grants Management](#)
- [US Department of State Travel Advisories](#)
- [The Center for Disease Control](#)
- [World Health Organization](#)