



Smithsonian
Institution

SMITHSONIAN DIRECTIVE 312,

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TRAVEL

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Purpose

This directive sets forth travel policies for Smithsonian Institution (SI) employees, associates, and invited guests. All SI units are directed to comply with the guidelines contained in the SI *Travel Handbook*.

Background

The SI *Travel Handbook* is available at the Travel webpage on the Prism website. The handbook provides procedures for implementation and technical guidance, as well as information for achieving the standards outlined.

The SI *Travel Handbook* contains detailed information about the following:

- Travel Authorization
- Travel Expense Reimbursement
- Per Diem Allowances, Miscellaneous Expenses, and Travel Advances
- Domestic and Local Travel Expenses
- International Travel Expenses
- Spousal Travel
- Relocation
- Sponsored Travel
- Large Group Travel
- Travel Cards
- Post-payment Audit of Travel Vouchers

Background
(continued)

The *SI Travel Handbook* is a living document that is periodically updated to reflect current changes in regulatory guidance. Procedural changes may include but are not limited to per diem rates, travel voucher requirements, and allowable miscellaneous expenses. It is recommended that SI employees who travel on official Smithsonian business review the *Handbook* at least once a year.

Questions regarding the *Travel Handbook* should be directed to the Office of Contracting and Personal Property Management (OCon&PPM) Travel Management Office (TMO). Contact information is available at the Travel webpage on the Prism website.

Policy

The SI travel policies and procedures conform to the Federal Travel Regulations (FTR) issued by the General Services Administration (GSA), which can be found at www.gsa.gov. Only travel essential to the performance of official SI business, whether by SI employees, research associates, or invitational travelers (i.e., individuals who are not SI employees), and for which travel-related expenses are to be paid by the Smithsonian, can be approved, authorized, and reimbursed in accordance with this directive and the *SI Travel Handbook*. The SI travel policies and procedures provide the Institution adequate flexibility to support the travel needs of SI staff and those who travel at Smithsonian expense. Compliance with SI travel policies and procedures is required by all SI employees, unless special circumstances justify otherwise and deviation from SI travel policy and procedures is requested, reviewed and approved in advance.

Responsibilities

The **Office of Contracting and Personal Property Management (OCon&PPM)** is responsible for maintaining the travel policies and procedures for the Smithsonian Institution. These responsibilities are further detailed as follows:

- The **Office of Contracting and Personal Property Management (OCon&PPM)** is responsible for

Responsibilities
(continued)

conducting compliance reviews of approved travel vouchers.

- The **Office of the Comptroller (OC), Financial Information Processing Division (FIPD)** is responsible for making timely payments on travel claims.
- The **OCon&PPM Travel Management Office (TMO)** is responsible for supporting the GovTrip system that is used to process all travel authorizations and vouchers. SI employees with questions about travel authorizations and voucher processing in GovTrip should contact the **TMO Help Desk** for more information. This information, as well as TMO contact information, is available at the Travel webpage on the Prism website.

The **Office of Contracting and Personal Property Management (OCon&PPM), Charge Card Program Manager and Simplified Acquisitions Division** is responsible for establishing and maintaining procedures for application, approval and requesting contracted bank providers to issue Government travel cards to SI employees. The **Charge Card Program Manager** is also responsible for monitoring use of Government travel cards by SI employees and for reporting internally, and externally when required, any instance of misuse or abuse of travel card policies and procedures by SI employees.

The SI **Office of International Relations** provides SI employees with passport and visa application assistance.

The SI **Occupational Health Unit** provides immunizations to all SI employees traveling abroad.

Directors of Museums, Research Centers and Offices are responsible for and accountable to the Under Secretary for Finance and Administration/Chief Financial Officer for ensuring compliance with SI travel policies and procedures by all employees within their organization, regardless of status or location of work performance.

Responsibilities
(continued) All travel that is undertaken by SI employees or anyone travelling at SI expense must comply with the standards, policies, and guidance contained in this directive and in the *Travel Handbook*.

Guidelines As a trust establishment of the United States, the Smithsonian has a travel policy that conforms to the FTR. SI policies further state that the travel must be essential to the performance of the individual's SI responsibilities.

Applicability These Smithsonian Institution travel policies apply to all travel of SI employees and those authorized to travel at the SI's expense (i.e., SI employees and eligible persons who are not SI employees). Regents' travel reimbursement is governed by separate statute, 20 *United States Code* (U.S.C.) Section 44.

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INQUIRIES: Office of Contracting and Personal Property Management (OCon&PPM)
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