



Berman Institute Travel Policy

Graduate students, faculty, and staff members of the Berman Institute are required to follow the University as well as the divisional travel policies.

Memberships & Conference Fees

Membership and conference fees can be paid for by using a personal credit card and be reimbursed via Concur or the fees can be paid via the department's purchasing card.

Typically grants are unable to fund membership dues if the traveler will receive a better rate by becoming a member of the organization please become a member of the organization and provide the financial analyst with the account to cover the membership fee.

Travel Reservations

Option 1: The Berman Institute has set up a billing mechanism to cover the travel costs for students. The central bill travel card program allows students to bill air fare and rail charges only to our department. To take of advantage of this program, the traveler must use World Travel Inc., the preferred travel agent for the University, to make the travel arrangements. If this method is used, the department will be charged directly for any lodging or airfare made.

To receive authorization for your travel complete a travel authorization form by going to <https://johnshopkins.service-now.com/catalog/travel.do>

If a faculty member or staff member will travel more than once please select recurring access travel request

The request will be reviewed by the budget office and approval is usually provided within three business days. Once approval is granted, the traveler will receive a travel authorization number. This TRA number is required to make the travel arrangements.

Contact World Travel, Inc. at 888-433-2556 or via email at jhuttravel@worldwidetravelinc.com and provide them with the travel authorization number and proceed with making the travel arrangements. Once the travel receives their itinerary please send it to BermanHRPR@jhu.edu.

Option 2: If the traveler decides to make the arrangements outside of World Travel, Inc., the traveler can submit a travel reimbursement via Concur.

Option 3: The traveler also has the option to use Concur to make their arrangements and their reimbursement will be processed within Concur's standard processing timeframe.

Regardless of the method used, each traveler will be required to create a travel profile in Concur.

Travel Advances

Travel advances are available to university faculty, staff and students who are active in the payroll system. These cash advances are to be used for necessary expenditures that cannot be covered by other means. Travel advances are not available to university consultants or independent contractors

A travel advance recovery form will be required to be signed prior to departure on the trip. If the student, staff, or faculty member does not report their expenses in Concur within two weeks upon return the traveler authorizes the University to deduct the advance from their salary.

To request a travel advance please send an email to BermanHRPR@jhu.edu

Domestic Travel

Domestic travel will be reimbursed at the actual expenses, not via per diem. Receipts will be required for every transaction.

Expenses for alcoholic beverages with business meals should be separately itemized and reported

International Travel

Use of per diem rates for international travel when charging to non-sponsored funds (i.e. Start-up, Gift, Endowment, Discretionary, and Operating) requires prior approval from the Business Office.

|

1809 Ashland Avenue Baltimore, MD 21205 410-614-5550 Fax 410-614-5360 bioethics@jhu.edu