**Memorandum**

**DATE:** June 14, 2024

**TO:** CAHSS Community

**FROM:** Creative Achievement and Research Administration Team (CARAT)

**SUBJECT:** Information on CARAT’sGrant-Related Travel Process

In an effort to standardize business processes, beginning July 1st, 2024, CARAT will roll-out guidance on grant-funded travel for PIs, Co-PIs, project affiliates, participants, graduate students, and undergraduate students. This information pertains to travel pre-approvals and reimbursements in the [UMBC Travel System](https://docusign.umbc.edu/secure/prd/tr/travel.php).

When scheduling grant travel, please follow your department’s standard procedure for the travel pre-approval process. Please also note that if you are traveling on grant funds administered by CARAT, you must select your grant manager as an additional approver for both the pre-approval and reimbursement so that they can review the request. Failure to do so may result in inadequate grant funding for the travel and alternative payment methods may be pursued.

After the pre-approval has been completed, login to the [CARAT RT Ticket System](https://carat.umbc.edu/request-assistance/) and use the travel options under Business Services to request use of a P-card to charge allowable costs to your grant. Allowable costs on the P-card include: conference registration fees, domestic hotel rooms, parking, and taxes. International hotel charges cannot be paid using a P-card and should be paid for by the traveler and reimbursed.

**For further guidance**, please visit the [**Travel FAQs**](https://carat.umbc.edu/travel/) **on CARAT’s website** and the [UMBC Business Services Travel Page](https://businessservices.umbc.edu/travel/).

We understand that this is a change to our previous business process, and we are here to assist in the transition. Feel free to contact your grant manager with any questions.