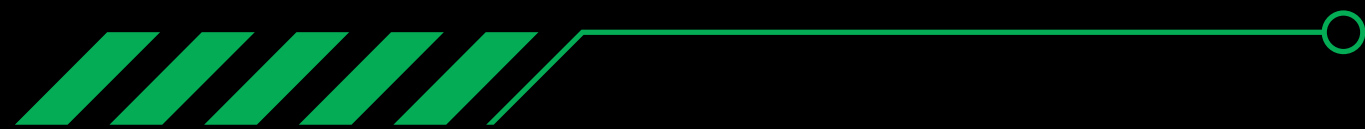


Service Agreement Travel Guidelines

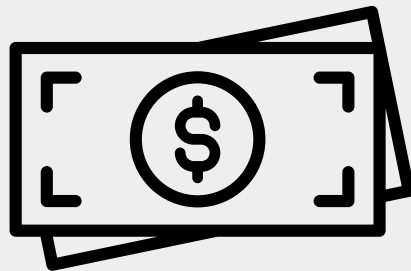
Ensuring Compliance with MURC Procurement and Travel Policies



Why These Guidelines Matter



To ensure travel under service agreements follows MURC policies



To separate travel processing from contractual payments



To maintain compliance and accurate expense coding

Purpose of Travel in the Service Agreement

1

The service agreement only outlines the terms and limits of travel for the vendor

2

It does not authorize or process travel payments

3

Travel payments are handled separately by the MURC travel office

Travel Handled Separately

- Do not include travel costs in the service agreement requisition total
- Travel expenses are processed outside of the agreement
- All travel costs go through the MURC travel office and should follow the MURC travel policy



Coding and Processing

Vendor travel should be coded as travel, not as contractual

Follow MURC's standard travel processing procedures

Following these guidelines help maintain accurate accounting and audit compliance

Agreement Content



- **The agreement should include:**
 - Whether travel will be reimbursed for the vendor
 - Travel reimbursement limits
- The agreement only outlines the travel terms, it does not pay or reimburse for travel

Compliance With Travel Policies



Vendor travel must follow MURC travel policies:

- Completion of the pre-authorization form
- Reimbursement limits (per diem, lodging)
- Documentation standards

Non-compliance may delay reimbursement

Roles and Responsibilities



Departments must:

- Ensure travel costs are not embedded in the service agreement
- Coordinate with the MURC Travel Office for:
 - Pre-approvals
 - Reimbursement forms
 - Per diem and lodging compliance

Summary & Key Takeaways:

- Keep travel costs contractual costs separate
- Code all vendor travel as travel, not contractual
- Route all travel through MURC's Travel Office
- Include only travel terms (not payments) in the agreement