

Service Agreement Travel Guidelines

When travel is required as part of a service agreement, the following guidelines must be observed to ensure compliance with MURC's procurement and travel policies:

1. Purpose of Travel in the Service Agreement

- The service agreement should only outline the terms and conditions related to the vendor's travel (e.g. reimbursement limits).
- These terms provide a framework but do not serve as a mechanism for paying or processing travel costs.

2. Travel Handled Separately

- Travel expenses are not included in the service agreement requisition amount.
- These costs are processed separately through MURC's travel office and are not coded as contractual payments.

3. Coding and Processing

- All vendor travel expenses must be coded as travel, not as contractual or service-related expenses.
- These expenses are to be routed through MURC's Travel Office, following MURC's standard travel processing procedures.

4. Agreement Content

- The service agreement should clearly state the terms and conditions related to vendor travel, including:
 - Any applicable reimbursement limits or requirements.
- The agreement serves only to outline expectations, not to authorize or reimburse travel directly.

5. Compliance with Travel Policies

- Vendor travel must comply with MURC's established travel policies, including:
 - Pre-approval requirements,
 - Reimbursement limits (e.g., per diem, lodging),
 - Documentation standards.

6. Requisition Instructions

- Do not include travel costs in the requisition total for the service agreement.
- Ensure the travel terms are documented in the agreement but processed administratively through the MURC travel office.

7. Roles and Responsibilities

- Departments initiating the agreement are responsible for:
 - Ensuring travel costs are not embedded in the service agreement,
 - Coordinating with the MURC Travel Office for all related travel logistics and reimbursement. This includes use of approved travel forms, routing through the MURC travel office, and compliance with per diem and lodging policies.