

OMB Uniform Guidance

200.474 Travel Costs Justification

200.474(b)(1): Participation of the individual is necessary to the Federal award

For travel expenses being charged on Federal awards, travel vouchers must provide specific justification for how the travel benefited the project. Previously justifications such as “knowledge gained will enhance patient care, resident education, and research” were acceptable. Such generic statements are no longer sufficient. Going forward, justification must, at a minimum, be project specific and of clear benefit to the project such as dissemination of research results or collaborations with colleagues. Following is an example:

Purpose: Attend annual SPAF Meeting

Benefit: Dr. Grant’s participation is necessary and will directly benefit the award as follows:

- 1.
- 2.
- 3.