

	<b>Uniform Guidance Communication</b>
Topic:	Travel Visas
Purpose:	Communication of changes to allocating travel visa fees to Federal awards in the Uniform Guidance
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*(This guidance relates to short term travel visas, not credit cards.)*

#### **Visas for Bringing an Individual to the US to Work on a Specific Project:**

Short-term travel visa fees (as opposed to longer-term, immigration visas) are generally an allowable charge to sponsored projects when they are critical and necessary for the conduct of the project. Since they are issued for a specific period and purpose, short-term visas can be clearly identified as directly connected to specifically identifiable work performed on a Federal award and proposed as a direct cost.

For these costs to be directly charged to a sponsored project, they must be:

- critical and necessary for the conduct of the project;
- allowable under the applicable cost principles;
- consistent with the organization’s cost accounting practices and organizational policy; and
- meet the definition of “direct cost” as described in the applicable cost principles.

Note on Chargeability:

- If the individual will work on the sponsored project, the fee is chargeable to that sponsored project because the project will receive a clear and direct benefit from the appointment.
- If the appointment will be to multiple projects, the charge to the individual sponsored project should be prorated accordingly or considered a departmental cost.
- Long-term visas such as H1B are generally not allocable. Check with ORA/ORS before charging.

#### **Visas for Duke University Employee International Travel:**

Visa costs for Duke University employees traveling outside of the United States to perform work specifically related to a sponsored project are an allowable cost unless prohibited by the sponsor. However, these costs must be documented as allocable and necessary to the project.

*Caution:* Duke policy requires that visa costs must be specific to the needs of the sponsored project only. Ancillary activities not related to the project are not allowable, even if the visa is also used for activities

on the sponsored project. In situations where an employee engages in activities outside the project in addition to project specific work, visa costs applied to the project must be prorated.

For additional information, please see g/l's **697600 Taxes and Licenses** (Valid For: DUHS, Univ) and **698700 Travel and Living Expenses: Foreign** (Valid For: DUHS, Univ)

**Recommended Departmental Best Practices:**

- Should the department be aware of the necessity of acquiring visas for a specific project prior to proposal submission, visa fees should be built into the budget.
- Upon the first notification that a travel visa will be required, either to bring an individual to Duke or for Duke employee international travel, documentation of the necessity for the travel documents should begin.
- Departments should communicate with the [Duke Visas Services Office](#) with questions regarding the appropriate visa type for visiting scholars. As a reminder, only short-term visa fees are allowable charges under federally funded awards. Exceptions should be discussed with ORA/ORS.