



Joint Institute Travel Policy and Processes

I. Policy Statement

In addition to the current University of Michigan Travel and Business Hosting Expense Policy ([SPG 507.10-1](#)), any student, faculty or staff member proposing to undertake the Joint Institute-supported travel to China must follow the authorization procedures and guidelines for travel and expense reimbursements.

II. Policy Rationale

Travel to China for collaborative research with faculty and staff members at Peking University Health Science Center is crucial to the Joint Institute (JI). The purpose of this policy is to outline the authorization process for JI-supported travel, and related requirements, thereby promoting collaborations efficiently.

III. Pre-Travel Requirement for Individual Faculty and Staff Travelers, and Travel Organizers

The [JI travel request form](#) must be completed and sent to Dr. Joe Kolars, JI Co-Director, for pre-approval at least sixty (60) days prior to the proposed departure date.

IV. Authorization

Dr. Kolars will review and make decisions based on the following criteria:

- Alignment with the JI objectives and priorities; and
- Necessity for the proposed travel, i.e., the visit's objectives could not be accomplished otherwise (e.g., via video conference or other communication routes).

V. Visa Application

Upon approval, Dr. Kolars will notify the Global REACH office to proceed with travel arrangements for the trip. Contact will be initiated by Global REACH to each traveler to identify visa and/or passport needs. Global REACH office will assist with visa/passport application process if it is applicable. Travelers must complete and submit the following application (<http://www.perryvisa.com/webPages/visa.php>) to Robyn Hodges at rbhodges@umich.edu. The original hard copy must be delivered to Robyn Hodges at Global REACH (Victor Vaughan Building, Room 234, 1111 Catherine St) along with the following items:

- A complete China visa application;
- Original passport that contains a minimum of two (2) blank pages; and
- Two (2) color passport photos (shot on a white background).

VI. Booking Airline Tickets

All tickets related to the Joint Institute will be purchased by the Global REACH office with the following guidelines:

- Travel dates must be confirmed at least forty-five (45) days prior to the departure date. Any fees related to a late purchase or changes after the booking will be the traveler's responsibility.
- The lowest cost travel option, or upgradable option (if the traveler agrees to use their mileage or pay for the upgrade) for a coach class ticket, between Michigan and the approved destination will be used. If the traveler prefers to upgrade to business class without using mileage or to use other airline carriers, the difference between the lowest cost and the cost of preferred travel option will be the traveler's responsibility.
- If the traveler's plan includes stops at multiple cities and the activities in these cities are not related to the JI-funded project, the booking will be the traveler's responsibility. The JI will reimburse the lowest cost for a coach class ticket between Michigan and the approved destination.
- Any exception needs to be reviewed and pre-approved by Dr. Kolars on a case-by-case basis.

The traveler must provide the following information to Global REACH for ticket booking. Contact [Robyn Hodges](#) for "Detail Form" to complete.

- Name as it reads on passport
- Date of birth
- Gender
- Contact phone #
- Frequent flyer #
- Emergency contact name
- Emergency contact phone #
- Seat preference
- Meal preference
- Departure date
- Return date

VII. Hotel Reservation

The Beijing Tylfull Hotel located at No. 1 Building, No. 1 Yard, Xitucheng Road, Haidian District, Beijing, 100191, P.R. China is recommended. The Global REACH

office will assist with hotel reservation. If the traveler prefers another hotel and the lodging costs are higher, the difference between the preferred hotel and the Beijing Tyfull Hotel will be the traveler's responsibility.

VIII. Meals and Transportation

Per diems/travel allowance in the current University of Michigan Travel and Business Hosting Expense Policy ([SPG 507.10-1](#)) applies to meals and incidental expenses while visiting China. A daily schedule of events in China reflecting all activities during the visit is required for reimbursements.

IX. Other Expenses

Any other expenses related to the visit are subject to approval by the JI Co-Director, Dr. Kolars.