



**Center for Clinical and  
Translational Research  
Standard Operating Procedure**



Section: **Clinical Research Center**

Date Created: **March 3, 2008 replaces POL 25**

Title: **Travel**

Version Date: **January 1, 2023**

SOP Number: **AD07**

**PURPOSE:** The purpose of this standard operating procedure (SOP) is to establish guidelines and requirements for work related travel.

**SCOPE:** This SOP applies to all Clinical Research Center (CRC) personnel who will be involved in work related travel. Clinical Research Center personnel will comply with Nebraska Medicine (NM) and University of Nebraska Medical Center (UNMC) policies and procedures for work related travel. Such travel includes but is not limited to attendance at investigator meetings, professional conferences, continuing education, and site monitoring.

**PERSONNEL RESPONSIBLE:** All Clinical Research Center staff.

**PROCEDURES:**

1. The CRC staff member will inform their supervisor of the travel details which include the reason for the trip, dates, and costs involved.
2. All travel must be pre-approved by the employee's direct supervisor.
3. Travel requests are entered in the UNMC Concur system via Firefly by the requesting individual with the following information:
  - Trip data (date, time, location, and purpose)
  - Additional destinations
  - Cost assignment for trip
  - Estimated cost

The travel request will automatically be sent to the designated Travel Approver. Traveler will receive an email notifying them if the request was approved or rejected.

4. Financial support for travel will be approved on a case-by-case basis. Travel bookings and reimbursements are to be made in compliance with NU and NM policy. Allowable expenses are defined within NU and NM policy.
5. Employees experiencing a work-related injury while traveling will comply with UNMC/NM policy and procedure for Reporting Work-Related Incident and complete the Employee Incident Reporting Form.
6. Employees attending professional conferences are expected to disseminate educational information upon return to non-attending staff as appropriate.



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**RESOURCES:**

**UNMC:** NU Travel Policy TO-01

**Nebraska Medicine:**

[FN01 Employee Travel](#)

[HR 42 Reporting Work Related Incidents](#)

**Department Approval**

Signed *Charles E Miller*  
Clinical Research Center Administrator

Date: 1/11/2023

Signed *Katie Penas*  
Clinical Research Manager

Date: 1/15/2023

Signed *Serena Gaines*  
Research Nurse Manager

Date: 1/12/2023

Signed *[Signature]*  
Assistant Vice Chancellor for Clinical Research

Date: 1/18/2023