**Purpose**

To establish guidelines and procedures for all University faculty, staff and students while traveling abroad.

**Policy**

University foreign travel policy will reimburse expenses based on the **U.S. Department of State** per diem tables. Compliance with the Fly America Act is also required when traveling on federal grant funds. Participation in the International Emergency Assistance Program (International SOS) is mandatory.

**Procedures**

All University faculty, staff, and students must comply with the following procedures.

1. The following requirements apply to foreign travel
   a. Review Department of **State Travel Warnings** to determine whether the destination requires approval by the International Oversight Committee (IOC)
      i. **Link to President Memo**
      ii. **Link to Exception Form**
   b. Travel Authorization (ie: VE5 document)
      i. Create 45 days prior to travel
   c. Reservations for rental cars
      i. **Must** be arranged by Preferred Travel Agency
   d. Reservations for hotel rooms
      i. **Must** be arranged by Preferred Travel Agency
   e. Airline reservations
      i. **Must** be arranged by Preferred Travel Agency
   f. Exchange of funds when traveling on State accounts (ie: 14 accounts)
      i. Includes Alaska, Hawaii, Mexico, Canada, and U.S. Possessions
   g. Lodging reimbursement **is** based on the **U.S. Department of State** per diem tables
      i. Detailed commercial lodging receipt is required
      ii. If actual lodging expense exceeds per diem, the overage may be reimbursed on a local account at the discretion of the department
   h. Meal and specified incidentals reimbursement is based on the **U.S. Department of State** per diem tables
      i. Receipts are not required
      ii. Meals and Incidentals per diem overages will not be reimbursed
      iii. Specific incidentals are accounted for within the meal per diem as follows:
         1. Tips
         2. Laundry
         3. Telephone calls
         4. Internet connections
         5. Travelers check charges
         6. Fee to exchange U.S. currency for foreign or vice versa
         7. Money Orders
      i. Travel expenses must be converted to U.S. dollars. Please use internet conversion calculator **XE.com**
   j. Compliance with federal “Fly America Act” when traveling on federal grant funds
      i. U.S. flag carriers must be used when booking airfare to a foreign country
      ii. Please contact the Office of Research and Sponsored Projects if you have any questions
   k. Enrollment in the **International SOS** program is mandatory for all international travelers

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Applicability

Applies to all University faculty, staff and students traveling to a foreign country on official University business.

Responsible Party

Comptroller