THE UNIVERSITY OF TEXAS AT EL PASO
Business Process Guidelines

Foreign Travel
Updated: 8/18/2016

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:

1. Review Department of State Travel Warnings to determine whether the destination requires approval by the International Oversight Committee (IOC)
   - President Memo
   - Exception Form
2. Travel Authorization
   - Create 45 days prior to travel
3. Reservations for rental cars
   - Must be arranged by Contracted Travel Agency
4. Reservations for hotel rooms
   - Must be arranged by Contracted Travel Agency
5. Airline reservations
   - Must be arranged by Contracted Travel Agency
6. Exchange of funds when traveling on State accounts (i.e., 14 Cost Centers)
   - Includes Alaska, Hawaii, Mexico, Canada, and U.S. Possessions
7. Lodging reimbursement is based on the U.S. Department of State per diem tables
   - Detailed commercial lodging receipt is required
   - If actual lodging expense exceeds per diem, the overage may be reimbursed on a local account at the discretion of the department
8. Meals and incidental expenses are reimbursed based on the U.S. Department of State per diem tables
• Receipts are not required
• Per diem overages for meals and incidental expenses will not be reimbursed
• Hotel taxes and laundry/dry cleaning are considered per diem incidentals and will not be reimbursed.

9. Travel expenses must be converted to U.S. dollars using internet currency conversion calculator XE.com

10. Compliance with federal "Fly America Act" when traveling on federal grant funds
    • U.S. flag carriers must be used when booking airfare to a foreign country
    • Please contact the Office of Research and Sponsored Projects if you have any questions

11. Enrollment in the International SOS program is mandatory for all international travelers.

**Applicability**

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

**Responsible Party**

Comptroller