

Foreign Travel

Updated: 9/1/2022

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 ([On Call International](#)) is mandatory.

Procedures

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

1. Review the [Restricted Regions List](#) to determine whether the destination requires approval by the International Oversight Committee (IOC)
 - [President Memo](#)
 - [International Travel Exception Authorization Request 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 (ie: 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 [On Call International](#) 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