

INTERNATIONAL TRAVEL PROCEDURES

International travel is defined as any travel outside the fifty states, the District of Columbia, Puerto Rico, and the Virgin Islands.

All international travel must be approved by the University President or his/her designee and your department head. International travel documents should be submitted 45 days prior to departure date.

PROCEDURES:

A. All requests for approval for international travel must be accompanied by a detailed account of expected expenditures including airfare, room rates, dates of travel, meals, local transportation, and any other known travel costs for each traveler (**see sample International Travel Request Letter**) located on the website. Support documentation is required to be attached to support the estimated expenses.

B. Travelers will be reimbursed based on the U.S. Department of State per diem rates for meals and lodging located on the website. Travelers are required to submit detailed receipts and proof of payment for allowable reimbursable expenses. No reimbursement will exceed the detailed receipt/evidence of payment.

C. Receipts are required for reimbursement in an English version

INTERNATIONAL TRAVEL DOCUMENT



Travel Authorization Form

Travel Calculation Form for each traveler

International Approval Letter (see sample copy on the website)

Memorandum of Understanding (MOU) if applicable

Meal Calculation Form/Copy of GSA rate (per diem)

Copy of GSA rate (lodging)

Itinerary/Agenda/School schedule, etc.

Detailed invoice(s) for lodging, transportation, etc. (if applicable)

Rooming list for students required (if applicable)

Roster