

International Travel Regulations Policy

Effective Date: 10/01/10

Travel Authorization and Approval Process

- ◆ A Travel Authorization must be prepared for all International Travel.
- ◆ The Travel Authorization must include an estimate of the total cost.
- ◆ The Travel Authorization must be approved by the Department Dean for all international travel, no exceptions.
- ◆ All Grant funded travel must be approved by the Grants Office, no exceptions.

Air Travel

- ◆ Reimbursement for first class air or rail travel is prohibited.
- ◆ Traveler must provide confirmation of expenses indicating the type of travel (coach, business class).
- ◆ Approvers may grant permission for business class travel under the following and with careful consideration of the specified limitations requiring that all expenses must be reasonable and necessary:
 - When it does not cost more than the lowest available tourist/coach fare (comparison must be attached to travel voucher) or
 - For travel to western Europe if the business meeting is conducted within three hours of landing, or
 - For transoceanic, intercontinental trips involving flight time of more than eight consecutive hours, or
 - If the traveler pays the difference

Lodging and Meals /Incidental Travel Expenses

- ◆ The Commonwealth of Virginia uses the lodging and M&IE per diem rates for foreign travel as defined by the Federal Government.
- ◆ Rates for cities and countries outside the 48 contiguous states can be found at http://aoprals.state.gov/web920/per_diem.asp
 - Choose the appropriate location from the country input field.
 - Go to the previous rates input field and choose the effective date that would apply to the days of travel.
 - If a specific city is not listed, use the "Other" rate shown for that country.
 - The M&IE portion of the maximum per diem rate covers the cost of meals as well as incidental expenses.
- ◆ Printouts of appropriate rates for the time of travel must be attached to the travel voucher for reimbursement.
- ◆ There is an effective date for the first of each month, so if the travel days spread into a new month, a printout will be needed for each month involved.

Travel Reimbursement Request and Currency Conversions

- ◆ When using Cash as payment, a PAID receipt must be obtained from the vendor just as if a credit card or check was used. In the absence of a paid receipt, the AP office will not be able to reimburse for the expenditure.
- ◆ Foreign currency receipts amounts paid must be converted to US dollars for reimbursement purposes. A website copy of the currency conversion data sheet used must be attached to voucher for each day a conversion is made. The date used for the conversion must be the same as the date on the receipt.
- ◆ Expenditure receipts must be attached in daily sequence order with the currency conversion sheet attached.
- ◆ Currency conversions fees from withdrawing money from an ATM will not be reimbursed. However, reimbursement is authorized for currency conversion fees charged with expenditures.
Currency conversion recommended website: www.oanda.com

Travelers who do not plan with careful consideration to these guidelines will bear the additional expense personally.