


COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 550-01
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: International Travel Policy	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627, A.R.S. § 35-192.02	Revision date: 08/10/2009

PURPOSE

To provide additional policy on employee travel expenses and reimbursements for international travel.

POLICY

TRV 550-01: General International Travel Policy

1. International travel is to follow standard university travel policy with the exceptions and additional guidance that is outlined in this section.
2. A traveler may not claim reimbursement for more than three meals in any single calendar day or in any period of 24 consecutive hours.
3. Partial day meal and incidental expense (M&IE) reimbursements are calculated by percentage of the total day's reimbursement for:
 - a. Breakfast 20%
 - b. Lunch 25%
 - c. Dinner 55%
4. All travel claims will be submitted in U.S. dollars. If foreign currency conversion is required, use the actual exchange rate for each transaction, or the median or interbank exchange rate from one of the tolls below.
 - a. <http://www.xe.com/>
 - b. <http://www.oanda.com/converter/classic>
5. Receipts for reimbursable travel expenses must be translated into English prior to submission for claim processing. All details of the transaction must be translated including vendor name, date, amount, etc.