

## TRV: 550 – INTERNATIONAL TRAVEL

### REASON FOR THIS POLICY

Clear standards for individuals traveling internationally on University business.

### ENTITIES AFFECTED BY THIS POLICY

- All units and departments that may authorize University business travel.
- Comptroller's Office
- Reimbursement Processing Support Unit

### WHO SHOULD KNOW THIS POLICY

- Individuals who travel for University business
- Supervisors of individuals who travel for University business
- Local Fiscal Oversight (LFO) designees of individuals who travel for University business

### POLICY

#### A. Applicability

This policy applies to all University community members, including faculty, staff, students, agents, and Volunteers who travel for the purpose of conducting University business, which for purposes of this policy excludes normal or everyday personal transportation to and from the workplace.

For the purposes of travel policy, all references to "event" should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

#### B. General Requirements and Prohibitions

1. International, and any travel outside of the contiguous U.S., including Alaska and Hawaii, is to follow standard university travel policy with the exceptions and additional guidance that is outlined in this section.
2. All international student travel that is credit bearing, must be approved and registered through the Center for International Education's (CIE) approved portal, [Education Abroad](#).
3. A traveler may not claim reimbursement for more than three meals in any single calendar day or (24) consecutive hours.

Reimbursement for meals to destinations outside the contiguous U.S., including Alaska and Hawaii, may not exceed the Department of Defense (DoD) international rates.

- a. The exact reimbursement rate is determined by the country and city the traveler will spend the night, not necessarily where the meal was purchased or will be consumed. Exception is the day of return; meal rate is the location the traveler last stayed overnight.

- b. If a traveler's exact city is not listed, then the default rate for that country applies.
  - c. To determine the reimbursement limitations on meals and incidentals in Alaska, Hawaii, and out-of-country locations, add the DoD *Local Meal Rate* (not the Proportional Meal Rate) to the *Local Incidental Rate* and subtract ten dollars (\$10).
4. Partial day meal and incidental expense (M&IE) reimbursements are calculated by percentage of the total day's reimbursement for:
  - Breakfast 20%
  - Lunch 25%
  - Dinner 55%
5. Lodging costs for destinations outside the contiguous U.S., including Alaska and Hawaii, exclusive of taxes and other mandatory service charges, may not exceed the maximum lodging rate designated by the U.S. Department of Defense (DoD) International Rates. Exceeding maximum lodging rates when unavoidable, must be justified with a business purpose detailing why the accommodations were selected and a Justification for Exception to Policy must be submitted to the Comptroller's Office prior to booking travel. Normally, the individual booking the travel, the traveler, or someone else familiar with the reasons for the accommodation should submit the justification.
6. All travel claims will be submitted in U.S. dollars. If foreign currency conversion is required, use the actual days exchange rate listed on the purchase receipt or, calculate the exchange rate using one of the below online currency converters. The conversion rate must be calculated using the calendar date the purchase was made. A printout, .PDF version, of the currency conversion must be attached to the Expense Claim.
  - <http://www.xe.com/>
  - <http://www.oanda.com/converter>
7. 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. A printout, .PDF version, of the translated receipt must be attached to the Expense Claim. <https://translate.google.com/>
8. Traveling to Countries with a Trade Sanction: For any person traveling to a country with a trade sanction, there is no coverage if the person conducts an illegal or sanctioned activity.

A list of sanctioned countries and summaries concerning travel can be viewed on the website of [The Office of Foreign Assets Control](#). The OFAC website includes the following introduction:

  - a. The Office of Foreign Assets Control ("OFAC") of the U.S. Department of the Treasury administers and enforces economic and trade sanctions against targeted foreign countries, terrorism sponsoring organizations and international narcotics traffickers based on U.S. foreign policy and national security goals. OFAC acts under Presidential wartime and national emergency powers, as well as authority granted by specific legislation, to impose controls on transactions and freeze foreign assets under U.S. jurisdiction. Many of the sanctions are based on United Nations and other international mandates, are multilateral in scope, and involve close cooperation with allied governments.
9. If a person plans travel to a trade sanctioned country, there is a high likelihood that country may also have other high travel risks, political or social unrest, or war. Such countries are subject to change, and a current list is maintained by [NAU Risk Management Services](#).

## RESPONSIBILITIES

**Traveler:** agrees to and will adhere to all university travel policies, will always seek pre-trip authorization and approval from department leadership to expend funds for travel, and will provide all policy required and requested documentation to the travel specialist pre and post travel.

**Departmental Supervisors:** reviews business travel requests of direct report employees and Volunteers as required by travel policy and verifies business need.

**Local Fiscal Oversight Designee:** reviews all travel requests and verifies funding source (speedchart,

sub\_dept, account codes) and determines and communicates any funding caps or limitations.

**Departmental Leadership:** ensure that only properly qualified and authorized individuals are allowed to travel on official University business for University programs and activities under their direction and control.

**Reimbursement Processing Support Unit Staff:** initiates and completes all travel expense claims and reimbursement via Expense Report or Check Request; and assists with booking travel upon request.

## PROCEDURES

[Justification for Exception to Policy](#)

## RELATED INFORMATION

### Forms or Tools

[Annual Travel Certification \(ATC\)](#)

[Authorized Driver](#)

[Cost Comparison How-To](#)

[Currency Converters](#) - <http://www.xe.com/> **OR** <http://www.oanda.com/converter>

[Employee Service Center \(ESC\)](#)

[Enterprise Car Rental – NAU Contract](#)

[Google Translate – \*documents and receipts\*](#)

[Long-Term Travel Case Submission Business Process & Blanket Travel Approval Memo](#)

[Mobile Phone App: ServiceNow! – NAU Employee Service Center](#)

[NAU Mileage Log](#)

[Out-of-State Request for Multiple Representation](#)

[Current Arizona State Reimbursement Rates \(SAAM\) – Lodging & Meals Schedule](#)

[US Department of Defense \(DoD\) Reimbursement Rates – Lodging & Meals Schedule](#)

[Travel Case Submission How-To - \*transcript\*](#)

[Travel Case Submission Quick Reference](#)

[Travel Advance/Zelle Workbook](#)

[Traveler Itinerary - \*template\*](#)

### Cross-References

[Comptroller's Office](#)

[NAU Risk Management](#)

[NAU Transit Services – Fleet Services](#)

[The Office of Foreign Assets Control \(OFAC\)](#)

## **Sources**

[State of Arizona Travel Policy](#)

[Arizona Board of Regents Travel Policy](#)

[Arizona Revised Statutes § 38-621 – 38-627](#)

[Fly America Act](#)

## **APPENDIX**

None.