Travel - Foreign [DRAFT REVISION]

Effective: Moved to Policy Library from UPM 8.4(1)
Reviewed and Updated: July 1, 2019
Contact: Controller's Department

Please review this draft policy revision and submit your comments and questions to policy@iastate.edu by June 19, 2010.

Introduction
This policy covers the reimbursement of university travel-related expenses incurred while outside the United States.

Policy Statement
Travel within the fifty United States plus Puerto Rico, Guam and the U.S. Virgin Islands is considered domestic travel. All other travel is foreign. This policy applies to travel paid from all university funding sources, except the Ames Laboratory contract.

The U.S. Department of federal government has State has established lodging and meal per diem rates for foreign travel, which are subject to change on a monthly basis. A traveler may claim lodging reimbursement if lodging was required. The amount of reimbursement equals the lesser of the amount up to the stated lodging per diem for the appropriate location if lodging was required for that location or the actual costs of lodging. If the per diem is inadequate to cover the traveler's actual lodging cost, actual cost up to 150% of the lodging per diem can be claimed with proper documentation. Reference “Travel – Reimbursement” for specific guidance on the application of meal and lodging per diems for foreign travel.

The traveler must use either per diem or actual cost for the entire trip, not a combination of the two methods. Travel paid from the Agency for International Development or U.S. Information Agency awards must use the lower of actual cost or per diem.

International Business Travel (including athletic competition) must be registered with the Office of Risk Management (International Travel Registration). Business travelers must complete the international travel processes as part of registration.

Resources

Links
- International Travel Registration Policy
- Controller's Department Travel Information
- Controller's Department - Foreign Travel
- Summary of Allowable Expenses
- Unallowable Travel Expenses
- FAQ - Travel Advances
- Fly America Act - Airfare Restrictions - Federal Grants
- Travel - Airfare
- Travel - Authorization and Funding
- Travel - Reimbursement