

International Travel



Forms may be found here:

<https://www.una.edu/controller/index.html>

University travel policy may be found here:

<https://www.una.edu/controller/una-travel-policy-updatedfeb2022.pdf>.

International per diem:

https://aoprals.state.gov/web920/per_diem.asp

International conversion rates:

<https://www.x-rates.com/historical/?from=USD&amount=1&date=2023-05-23>

Requests for reimbursement for International travel must be submitted on an Out of state Travel Expense form within 60 days of the travel occurrence. All costs listed on the travel form must be recorded in U.S. Currency and the exchange rate stated on the claim form. Before using federal contract or grant funds to travel internationally, employees must gain prior approval from the sponsoring agency unless originally approved in the contract or grant.

1. Please complete the top portion of the form to include your name, title, employee ID, address, and purpose of the trip.

2. *** For the address, please remember to use the closest of your base or UNA if the two are different.

UNIVERSITY OF NORTH ALABAMA				University of NORTH ALABAMA			
2023 CLAIM FOR OUT-OF-STATE TRAVEL EXPENSES							
NAME:				TITLE:			
EMPLOYEE ID:				ADDRESS:			
DATE & TIME OF DEPARTURE:				DATE & TIME OF RETURN:			
PURPOSE/DESCRIPTION OF TRIP:							

3. Subsistence-

Please complete the Subsistence section to include the points departing from and arriving to and your departure and arrival times. Traveler must be gone from base for more than six (6) hours to claim reimbursement of an expense other than mileage.

Lodging: Actual lodging expenses will be reimbursed up to the maximum federal rate allowable in each city. Detailed receipts are required.

Meals: Meals and incidental expenses will be reimbursed at the current federal daily rate (CONUS) and receipts are not required. The U.S. State Department Office of Allowances publishes foreign per diem rates for lodging and M&IE. Current rates may be viewed at the following website addresses:

Domestic: <https://www.perdiem101.com/conus/2018>

International: <https://www.perdiem101.com/oconus/2018>

No tips or other incidental expenses will be reimbursed as they are covered within the M&IE rates.

Make sure to attach a screenshot of where your conversion rate of international currency into US Dollars came from.

Per Diem Example

SUBSISTENCE								
DATE	POINTS OF TRAVEL		Per Diem \$34	Breakfast	Lunch	Dinner	Room	AMT
	FROM	TO						
5/04/23	UNA	Perth, Australia	\$130.00				\$ 196.00	\$ 326.00
5/05/23	Perth, Australia	Perth, Australia	\$130.00				\$ 196.00	\$ 326.00
5/06/23	Perth, Australia	Perth, Australia	\$130.00				\$ 196.00	\$ 326.00
5/07/23	Perth, Australia	UNA	\$130.00					\$ 130.00
								\$ -
								\$ -
TOTAL SUBSISTENCE								1,108.00

Rates were obtained from international per diem website above.

4. Private Mileage or Commercial Fares-

This section should match the subsistence section concerning the days reported. You will report your mileage in this area.

***For any mileage claimed, there should be a map attached that supports the claim.

PRIVATE MILEAGE				
DATE	POINTS OF TRAVEL		Private Car Car Miles	AMT
	FROM	TO		
5/30/23	Florence, AL	Nashville, TN	121.00	\$ 79.26
6/02/23	Nashville, TN	Florence, AL	121.00	\$ 79.26
				\$ -
				\$ -
COMMERCIAL MILEAGE				
DATE	POINTS OF TRAVEL		Commercial Mode - plane/taxi, etc.	AMT
	FROM	TO		
5/30/23	Huntsville, AL	Perth, Australia		\$ 1,500.00
6/02/23	Perth, Australia	Huntsville, AL		\$ 1,500.00
TOTAL TRANSPORTATION COST				\$ 3,158.51

For this packet to be complete, you would remit the form, maps, and airline receipt that support the claim.

5. Miscellaneous Expenses

This section includes taxis (from airport to hotel/meeting location), parking (original receipts are required), Conference registration, etc.

MISCELLANEOUS EXPENSES		
DATE	DETAIL ALL MISCELLANEOUS EXPENSES-FURNISH ORIGINAL RECEIPTS AS REQUIRED	AMT
2/15/23	Conference Registration	\$ 639.00
5/30/23-6/02/23	Airport parking	\$ 48.00
5/30/23	Uber from Denver Airport to Hotel	\$ 47.93
TOTAL MISCELLANEOUS EXPENSES		\$ 734.93

6. Signature Block

Traveler should sign that all charges on form are valid and in line with the University Travel Policy.

The University requires that claims from University Travel Expense Forms be signed by the supervisor of the employee requesting reimbursement certifying the expenses are in accordance with University Travel Policy.

Deans and department heads may establish more, but not less, restrictive policies than what is required by the university.

7. Accounting Information

The description of account will be the budget number the funds are being reimbursed from. The account number for international travel is 7420. The total amount in the section does not pull from the top, it will need to be typed in.

**EXPENSES MAY BE CHARGED TO MORE THAN ONE ACCOUNT					
DESCRIPTION OF ACCOUNT	INDEX	FUND	ORG	ACCOUNT	AMT
Department of Geoscience	41910	110000	41910	7420	\$ 400.00
TOTAL					\$ 400.00