

Foreign Travel

Travel outside the continental United States is reimbursed based on the maximum per diem allowance established by the U.S. Department of State. The rates are posted on the above listed website. Expenses should be converted to American dollars, based on the exchange rate in effect during the period of travel.

Foreign travel rates provide for lodging costs up to a maximum amount and an allowance for meals and incidental expenses. Similar too Method 2, the meal per diem is for dinner one night and breakfast the following day. Travelers are also eligible for an additional per diem for breakfast if they leave before 7am, and/or for dinner if they return after 7pm. In these cases, the traveler would be entitled to 20 percent of the foreign meal per diem for breakfast and/or 80 percent for dinner. Expenses directly related to lodging and meals are included in the foreign per diem allowance; however, some expenses unique to foreign travel may be reimbursed at the discretion of the agency, such as:

Passport fees

Visa fees

Cost to convert currency.

Traveler's checks fees

Laundry charges for extended stay

Departure taxes

- RF only airfare trip insurance

When planning to travel abroad, several precautions need to be taken.

- If traveling to a nation the US State Department has given a warning level 3-4, written approval from the campus operations manager and/or designee, and notification sent to the campus president, is required before traveling.

- The passport rules are changing. It is the traveler's responsibility to know the document requirements of the country they are traveling to!