

General Policy

The information in this document is a summary of the University Travel Regulations for foreign travel. **Approval is required prior to all University business travel.** Travel expenses are reimbursed after the trip. Prepayment is allowable for airfare, registrations, and hotels when reserved in Egencia Corporate Travel or Purdue Hotels.com.

An individual is in travel status when traveling on official business for Purdue whether or not expenses will be reimbursed by the University. A Request for Authority to Travel (President's Office Form 17) must be submitted through regular administrative channels at least two weeks in advance of the travel date.

Staff members in travel status should exercise good judgment when incurring travel costs. Only travel expenses related to University business will be reimbursed. Reimbursement should not be claimed for items provided free of charge, not personally paid for by the claimant, previously reimbursed by any source, or costs that will be paid or reimbursed from any other source in the future. Any reimbursement received from another source after reimbursement has been received from Purdue University shall be deposited back to the same funding source that was initially charged for the expense.

Foreign Travel

Foreign travel is defined as travel to, between or within countries other than the United States and its territories and possessions.

All foreign travel will be reimbursed using the federal foreign travel reimbursement rates (OCONUS) unless the source of funds requires the use of State travel reimbursement rates. Federal foreign travel guidelines are defined as the travel per diem allowances for foreign areas as determined monthly by the United States Department of State and Government Accounting Office.

State travel regulations are defined as the policies established by the Department of Administration and approved by the Indiana State Budget Agency. The State of Indiana daily Meals & Incidental Expenses (M&IE) rate is \$50 per day with the following exceptions: Japan - \$90, Korea and Taiwan - \$85, China, France, Great Britain, Germany, Netherlands and Singapore - \$65.

Travel Authorization

All foreign travel requests must be submitted at least two weeks prior to departure date to allow time for proper review of the request. If not, an explanation will be required. Form 17 is the document for approving both the purpose of the trip and the source of funds. Source of Funds and Programmatic approvals are required at each level.

When the travel destination is in a country with a State Department travel warning, the Form 17 must be sent to the Office of International Programs for review and approval prior to the trip.

Exception requests should be attached to the document in memo form or written in item #16 of the Form 17.

Form 33 is also required if absence exceeds 22 working days. Review the Approval Process at:
http://www.purdue.edu/business/procurement/travel/Approval_Reimbursement/approval2.html#10dayabsence

Advances on Travel

Arrangements have been made with Purdue Research Foundation to advance funds for authorized University travel.

Total travel advances will be available to:

- Student employees, clerical and service employees and monthly paid staff with visiting, temporary, or adjunct appointments.

For those individuals who qualify for the American Express Corporate Card, the following items may be advanced:

- Airfare, when it must be paid more than 45 days prior to departure date.
- Subsistence totaling more than \$250.00.

Registration fees may be paid prior to the travel date using the department purchasing card. An approved Form 17 must be submitted with the request to pay advance registrations fees and airfare.

For additional information:

http://www.purdue.edu/business/procurement/travel/Transportation/Air_Travel/ppdexp.html

Travel Reimbursement

The Travel Reimbursement Request (Business Office Form 0025) is used to claim reimbursement for travel on University business. This form should be as complete as possible when submitted to the Travel Office for payment. Proper signatures, account numbers, arrival and departure times and destination points should be included, along with all supporting documents and an approved copy of the Form 17.

All amounts claimed must be converted to United States currency. List or printout from web exchange rates used in calculations. Find currency exchange rates at:
<http://www.purdue.edu/business/procurement/travel/Resources/currency.html>

Transportation

The most economical means of transportation should be used when traveling on University business. The staff member and the department head make this determination based upon total cost of the travel, efficient use of staff time and convenience of the employee.

Privately Owned Vehicles

Travel to/from airport terminal is reimbursable.

Mileage for travel on or after 7-1-2011 is payable at 55.5 cents per mile.

Mileage for travel from 1-1 to 6-30-2011 is payable at 51 cents per mile.

Mileage rate for travel on state grants is 44 cents per mile for travel on or after May 1, 2011.

Air Transportation

Receipts are required for airfare expenses \$75 or greater.

An acceptable receipt for air travel is the passenger coupon, itinerary or receipt direct from the airline or online booking tool. E-ticket receipts will consist of a passenger coupon, itinerary, or

receipt direct from the airline. If this is lost the traveler should contact the issuing entity for a duplicate. If this is not possible, an invoice, credit card receipt or agent's copy of the ticket may be submitted with a memo, signed by the claimant, stating that the passenger coupon was lost.

Airfare is reimbursable for economy or coach fare only.

Prepayment of airfare is allowable. Reimbursement for first or business class is **not allowable**, and will not be paid unless prior approval received from Director of Procurement. See http://www.purdue.edu/business/procurement/travel/Transportation/Air_Travel/airfaretravel.html#firstclass

Purdue employees are required, by the **'Fly America Act'**, to use US flag carrier if the airfare is funded by federal funds.

Any expenditure of federally appropriated funds for foreign travel on other than U.S. air carriers shall not be allowed unless satisfactory proof of necessity is provided and certification is attached to the Form 25. See http://www.purdue.edu/business/procurement/travel/Transportation/Air_Travel/airfaretravel.html#usflag.

A rest stop (rest period) upon arrival at the business site is allowable when the origin and/or destination are outside the United States and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours. A rest stop (rest period) will not be approved if the required airline stopover en route totals more than 8 hours. M & IE will be paid at the rate of the foreign hotel location.

Taxi, Limousine, Bus and Train

A foreign train, bus or other carrier may be used in lieu of, or as a supplement to, air travel at the lowest first class rate of the transportation service. However, if such travel could have been performed by air, the allowance will not normally exceed that of economy air accommodations. A comparison obtained prior to travel must be attached to Form 25.

Taxis, limousines and other local conveyances (city bus) are reimbursed without receipts unless expense is \$75 or greater. Tips are reimbursable. To/from destinations should be identified on the reimbursement request.

Such transportation must be limited to travel between official stations and transportation terminal, and/or places of lodging and places of University business.

Fares must be itemized, individually showing starting and ending locations of each trip.

Rental Vehicle - Auto Insurance

Full insurance coverage, i.e., collision & liability should be secured from the rental agency for foreign travel. Visit the Risk Management website for additional information:
http://www.purdue.edu/business/risk_mgmt/

An itemized receipt is required for reimbursement \$75 or greater.

Accidents should be reported to the police immediately. Obtain the name and departmental affiliation of the investigating officer. Exchange information with the other driver(s) involved including: names, addresses, phone numbers and descriptions of vehicles. Record any passenger and/or witness information.

Report this information immediately to the Risk Management Office (765-494-7695). Advise the rental car company that Purdue University self-insures rental vehicle collision damage. A wallet card is available from Risk Management (47695) with the insurance information on it. The rental agency may demand that you provide them a credit card to which the damage can be billed. That amount will be reimbursed to you by the Risk Management Office upon receipt of copies of the Form 17, the rental agreement and your credit card statement.

Subsistence (Per Diem or M& IE)

Subsistence is intended to pay for charges such as:

Meals, Tips (restaurants or room service), personal telephone calls, additional beds for non-employees, laundry/dry cleaning (if stay is less than 4 days), TV/Entertainment equipment, Movies & Games, Locksmith Fees, Late Check-Out Fees, Travel Ins., etc.

Per Diem reimbursement is based on whether you are following Federal or State guidelines. Refer to the definitions above under Foreign Travel or contact your Business Office for actual Per Diem allowances.

Hours of departure and arrival recorded on the travel expense voucher must be those of the standard time at the place involved.

M&IE will be paid at the foreign destination rate from the time an individual leaves their official station until they arrive back at their official station.

Stops involving business within the United States including Alaska & Hawaii, to or from a foreign destination will be paid at the applicable M & IE rate for the time at/between the domestic stop and their official station. However, layovers will continue to be paid at the foreign destination M&IE rate.

M&IE will be paid each day at the destination rate where lodging is obtained that evening. On the day travel ends; (return to official station) the M&IE rate will be the same as the preceding calendar day.

When meals are provided, the meal deduction will be 25% of full M & IE rate for both breakfast and lunch and 50% of full M & IE rate for an evening meal.

Lodging

ORIGINAL receipts are always required. Reimbursable lodging costs will be limited to a single room rate (for individual travelers) plus tax. Extra charges such as meals, tips, television, movies/games, personal phone calls, laundry service, room insurance, safes, or miscellaneous charges will not be paid as lodging. An original, itemized receipt is required.

Faculty/staff members may be reimbursed when paying for expenses on behalf of other employees, **if**

- Both employees are conducting official business for the University, **and**
- The employee bearing the ORIGINAL receipt claims reimbursement, **and**
- The accounts are distributed on the reimbursement claim, Form 25, (in the case of multiple accounts), **and**
- Claim forms should be cross-referenced with an explanation of which traveler incurred the expense.

Receipts

Original receipts are required for all expenses \$75 or greater.

NOTE: Lodging receipts are always required regardless of amount.

Documentary evidence, i.e. receipt, is not required if the following apply:

Expense, *other than lodging*, is less than \$75.

Incidental expenses may be totaled in reasonable categories without receipts as long as the aggregated total is 'under' \$75.

Miscellaneous

In addition to the per diem allowance, a person in travel status outside the continental United States may be reimbursed for other reasonable expenses associated with the travel. Such expenses include, but are not limited to:

- a) visas, passports, and other travel documents when required;
- b) photographs for travel documents when required;
- c) inoculations when required;
- d) currency exchange fees

Parking expenses are reimbursable. (See Receipts Section)

Telephone charges on calls made for University business are reimbursable. Note 'Business Call' next to the charge on the receipt or on the Form 25.

Emergency purchases of materials or services required while in travel status are allowable if justification is provided on the Travel Reimbursement Request.

Charges for meeting rooms and related expenses are reimbursable with receipts, with their justification shown on Form 17 or the Travel Reimbursement Request.

Original receipts are required for the above items if expense \$75 or greater.

A Form 12, Request for Use of University Property Off-Campus, must be completed when taking Purdue property on business trips.

Medical/Evacuation Insurance

Risk Management now provides protection for students, faculty, and staff while traveling outside the United States. This is a required coverage for all travel outside the U.S. The cost of the coverage is \$32 per student and \$0 per faculty & Staff member. The fees are on a per month basis (1 – 35 days). See line 11 and Box 14, Line J of the Form 17.

The Form 17 must be submitted to Risk Management at least 2 weeks prior to the trip.

Travel Assistance

American Express (lost or stolen cards): 1-800-528-2122

Transportation Services: (765) 494-2114

After hours: call (765) 494-4600 or 1-800-213-3626



POCKET GUIDE for FOREIGN TRAVEL

Revised October 2011

Visit the Travel Home Page at:

<http://www.purdue.edu/business/procurement/travel/>