

Processes for Faculty Study Abroad Travel Reimbursements:

Study abroad trips are different than a normal business travel event because it is a group consisting of employee (faculty) and non- employee (students).

Because of this difference, study abroad trips are handled in a different way, but that does not eliminate the need for proper documentation on the faculty's (employee's) expense report. The required documentation remains essentially the same as for all other reimbursements with a few exceptions outlined below.

This exception process is for study abroad trips ONLY.

The department business office is responsible to ensure that the information provided for prepaid items is correct, adheres to University guidelines and is on file in the business office.

- A. A travel request should always be submitted to ensure proper notification. A comment should be added to the request to include 'all' destinations the traveler expects to visit for business.
- B. The expense report should contain documentation of the trip. Prepaid items may be documented by attaching or including statements below to the expense report. The prepaid items do not need to be entered as a line item, but any/all of the following comments below should be entered on the expense report:
 - i. *"Documentation is on file in the business office to verify that all airfare purchased was coach/economy fare and complies with Fly America Act."*
 - ii. *"Subsistence has been verified to be correct per guidelines and a process is in place to ensure that subsistence is not over the allowable federal CONUS/OCONUS rate(s)."*
 - iii. *"Due to the vendor's preference, the lodging was prepaid on behalf of the faculty member and processes are in place to ensure that the faculty member will not be reimbursed for any prepaid lodging costs. Documentation is on file in the business office to support lodging costs for the traveler/group."*
 - iv. *"The original receipts (Items i-iii) will remain on file for review in the business office."*
- C. A complete itinerary for the traveler(s) must be attached to the expense report and must include the name and location of all hotel stays for the business destinations listed in the itinerary.

Any other expenses being reimbursed to the traveler should have the appropriate documentation as proof of business expense, i.e., car rental, parking, etc.) per the normal travel reimbursement guidelines.