

## General Policy

The information in this document is a summary of the University Travel Guidelines for foreign travel.

An individual is in travel status when traveling on official business for Purdue whether or not expenses will be reimbursed by the University

### **Pre-trip Approval is required if the trip meets any of the following criteria:**

- International and funded by ARO
- International and funded by EPA
- International and funded by a State Sponsored grant
- Funded by DOE Lab
- Sponsor Required (other than listed above)
- Departmentally Mandated
- When a pre-trip cash advance is requested
- When a flight upgrade is requested
- Students traveling internationally to countries with warnings

**Notification** are created through the completion of a "Trip Request" in the Concur Travel and Expense System. If travel services are booked with the online Concur System, a "Trip Request" will automatically be created and initiate notifications. If travel services are booked outside of the online system or is a \$0 trip (all expenses paid by a third party), a manual "Trip Request" in Concur will be required to initiate notifications.

**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 fixed meal 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 defined by the Indiana Department of Administration.

## Advances on Travel

Travel Advances are available through two sources:

- ATM Cash Advance –Cash advances are allowed on the Purdue Visa Travel Card through an ATM. Advances should not exceed the amount of anticipated expenses and are limited to \$500 per cycle.
- Travel Cash Advances are available to any employee who can substantiate the need for the cash. These advances are facilitated through the Concur Travel System prior to the trip. Cash Advance requests will require an explanation of how the funds will be used

## Travel Reimbursement

Reimbursement for out-of-pocket expenses and subsistence will

be paid upon submission of an expense report. Expense reports should be submitted within 60 days of the end of the trip.

Expense reports must be submitted in the Concur Travel System.

Expense reports can be created by the traveler, or the traveler's delegate; however, the report must be submitted by the traveler.

## 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.

## University Vehicles

Staff traveling or working on official University business have access to fleet cars, vans and trucks. A Transportation Services Form 1 is required to reserve the vehicle. All parking expenses and toll charges related to the use of a University vehicle may be reimbursed by Transportation when the vehicle is returned. If vehicle returned after hours, these items should be added to an expense report. See Transportation Services rates at <http://www.purdue.edu/pat/mainnav/transportation/car/carrate.s.htm>

## Rental Vehicles - Insurance

Insurance coverage, i.e., collision & liability should be secured from the rental agency for foreign travel. 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).

Visit the Risk Management website for additional information: [http://www.purdue.edu/business/risk\\_mgmt/](http://www.purdue.edu/business/risk_mgmt/)

Purdue has an agreement with National and Enterprise car rentals. Reserve in Concur Travel & Expense booking or at <http://www.purdue.edu/business/travel/Discounts/national.html> or call

<b>Agency</b>	<b>Corp. Number</b>	<b>Toll-free Number</b>
National	XZ08035	(800) 227-7368
Enterprise	XZ08035	(800) 261-7331

## Privately Owned Vehicles

Travel to/from airport terminal is reimbursable.

Mileage for travel on or after 1-1-2019 is payable at 58 cents per mile.

Mileage for travel on or after 1-1-2018 is payable at 54.5 cents per mile.

Mileage rate for travel on state grants is 38 cents per mile for travel on or after August 1, 2016.

Allowable travel is reimbursable regardless of the number of miles traveled; however the "Drive VS Fly" rule will apply.

**"Drive VS Fly" Rule:** Effective for travel on or after October 1, 2016, the allowable reimbursement is a maximum of \$500 when a traveler chooses to drive (personal or rental vehicle) to travel to longer distance business locations normally accomplished by flying (Rule of Thumb: Greater than 800 miles roundtrip).

Persons who choose to drive rather than fly long distances may be reimbursed subsistence and lodging (if necessary) for a total of 2 travel days (1 day for travel to the business location and 1 day for travel to return to the official business/duty station).

## 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](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 expense report in Concur.

Business class or a higher class of economy (such as economy elite, economy plus, business class, or Southwest Business Select) is allowable when the origin and/or destination of University business is outside the continental United States and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours. If the 14-hour rule is applied, a rest period upon arrival at business site is not allowable.

## 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 the expense report.

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.

## **Lodging**

Reimbursable lodging costs will be limited to a single room rate (for individual travelers) plus tax. Miscellaneous charges such as meals, tips, television, movies/games, personal phone calls, appliances in room, laundry service, should be itemized on the expense report, with personal items being identified. Late checkout fees are not reimbursable.

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

Both are conducting official business for the University, **and**

- The employee bearing the lodging charge completes the expense report, **and**
- The accounts are distributed on the expense report (in the case of multiple accounts), **and**
- Claim forms should contain a comment with an explanation of whose charges are included.

## **Fixed Meal Allowance** (\*Per Diem or M & IE)

**Overnight Travel** - The University provides subsistence to staff while traveling on official business for the University per federal CONUS and OCONUS rates based on location of business.

The State of Indiana daily Meals & Incidental Expenses (M&IE) rate for foreign travel is \$50 per day with the following exceptions: Japan - \$90, Korea and Taiwan - \$85, China, France, Great Britain, Germany, Netherlands and Singapore - \$65 Fixed Meal Allowance\* is a fixed amount of daily reimbursement provided for meals, tips to waiters/waitresses, porters, bellhops, stewards, etc.; and is paid to the traveler after the trip. Subsistence begins the day the traveler departs for the business through the day of return as long as all days in between are business related.

On the day travel ends, (traveler returns to official station) the rate will be the same as the preceding calendar day or last place of business.

Generally travel begins the day prior to business and ends the day after end of business. On the first and last day of travel, travelers will be eligible for 75% of the total subsistence rate.

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.

When meals are provided, the M & IE allowance must be adjusted by deducting the appropriate amount. These deductions must be accounted for on the Concur Expense Report.

## **Registration Fees**

Registration fees are reimbursable when receipts are furnished. When meals are provided, the M & IE allowance must be adjusted by deducting the appropriate amount. These deductions must be accounted for on the Concur Expense Report.

Meals included in a registration fee must also be deducted. If subsistence is not being paid, no deduction will be made for meals furnished (re: one day trip) unless meals are listed separately (optional) from the actual registration fee.

## **Receipts**

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

**NOTE: Lodging receipts are always required** regardless of amount. Paper receipts or E-receipts provided by the hotel meet the receipt requirement.

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

## **Miscellaneous**

Expenses are reimbursable, as long as they are University Business related:

Baggage fees

Parking and Tolls

Taxis, shuttles, and other local conveyance

Services of guides, interpreters, typists, data processors, etc.

Telephone, email, and fax charges

Laundry, cleaning and pressing (in travel status > 4 nights)

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

Charges for meeting rooms and related expenses if justification is provided on the Expense Report.

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

Original receipts are required if expense \$75 or greater.

## **Travel Assistance**

JP Morgan Chase: (800) 316-6056

ALTOUR: 1 (855) 853-7955

ALTOUR Online Assistance: 888-853-7449

Transportation Services: (765) 494-2114

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

# POCKET GUIDE for FOREIGN TRAVEL