



Foreign Travel for USF

Effective 4/1/2009

Allowable Reimbursement methods

- Actual Expenses - supported by original itemized receipts
- Federal Per diem - Meals and Incidentals (M&IE) and Lodging *New*
No receipts required
Subject to the rates set by the US Department of State (USDoS) by location
http://aoprals.state.gov/web920/per_diem.asp

Policy:

Only one method per trip is allowable for M&IE and lodging. Travelers may not request reimbursement of actual expenses for one portion of a trip and per diem for another.

Using M&IE per diem and actual lodging is allowable (ex: conference hotels with fixed rates).

Reminder: Using the Actual Expense method requires original itemized receipts.

Per diem **is not allowable** for domestic travel, only foreign or OCONUS (Outside Continental United States).

More restrictive grant requirements supersede this policy.

Federal Per Diem processing:

Traveler is required to submit the printout from the USDoS website with the correct country, city and date of the trip with the stated rate for Concur expense reporting. If not provided, the report will be returned for correction. No other alternative charts are allowable.

Business Manager is responsible for the accuracy of the per diem being submitted for Reimbursement, including the rates used and length of travel.

Business and Finance will verify the amount requested matches the stated rate and date on the USDoS printout submitted on the Concur expense report.
