Traveling Internationally

**Items to Consider Before Traveling Internationally**

- Plan carefully before you travel:
  - Obtain any prior approvals
  - Check the policies to see if anything has changed
  - To ensure the most economical travel, book the travel as far in advance as you can—at least 2 weeks out if possible
  - Know your funding sources and check your budget
  - If you have a University credit card, contact the bank and either Procurement Services or Accounts Payable to make arrangements for turning in documentation timely

- Complete an International Travel Form—information regarding this form can be found at [http://cis.wfu.edu/international-travel-forms/](http://cis.wfu.edu/international-travel-forms/)

- Complete a Travel Advance form if you need to request advance funds. Advances are for cash expenses only. This request should be submitted at least 10 business days prior to departure

- You cannot seek a per diem and reimbursement for actual amounts of receipts for the same trip; therefore, you cannot use your Pcard, if you want a tax-free per diem for meals
  - [http://aoprals.state.gov/](http://aoprals.state.gov/) per diem rates by location

- Review the Travel, Meals and Entertainment Policy, Schedule E, Non-Reimbursable Items

- Actual detailed hotel / lodging bills are required—the University does not allow per diems for lodging

**Items to Consider After You Return from an International Trip**

- Any advance money not used should be repaid to the Cashier’s window in Reynolda Hall and any documentation not submitted within 60 days from date the expense was incurred or 30 days from return of trip, whichever is later
  - Extending beyond these deadlines may cause any reimbursements or uncleared/unreconciled/unpaid amounts to be considered compensation

- All receipts in a foreign currency should be converted to US dollars
  - [www.exchangerate.com](http://www.exchangerate.com), or
  - [www.ex.com/ucc](http://www.ex.com/ucc)

- All receipts in a foreign language should be translated

- The documentation requirements defined in University policies and procedures should be followed
  - There are several useful quick guides relating to documentation and receipt requirements

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**Financial Services**

**Quick Guide Library**

finance.wfu.edu

**Responsible Unit:**

Accounts Payable

**Additional Assistance:**

ap@wfu.edu

**What is it?**

This quick guide is meant to assist University faculty, staff and students regarding finance related information to consider when traveling internationally.

**Why it is Necessary**

To provide the campus community a checklist of items they should think about before and after traveling on University business.

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