
Forms may be found here:

<https://www.una.edu/controller/index.html>

University travel policy may be found here:

<https://www.una.edu/controller/una-travel-policy-updatedfeb2022.pdf>.

International per diem:

https://aoprals.state.gov/web920/per_diem.asp

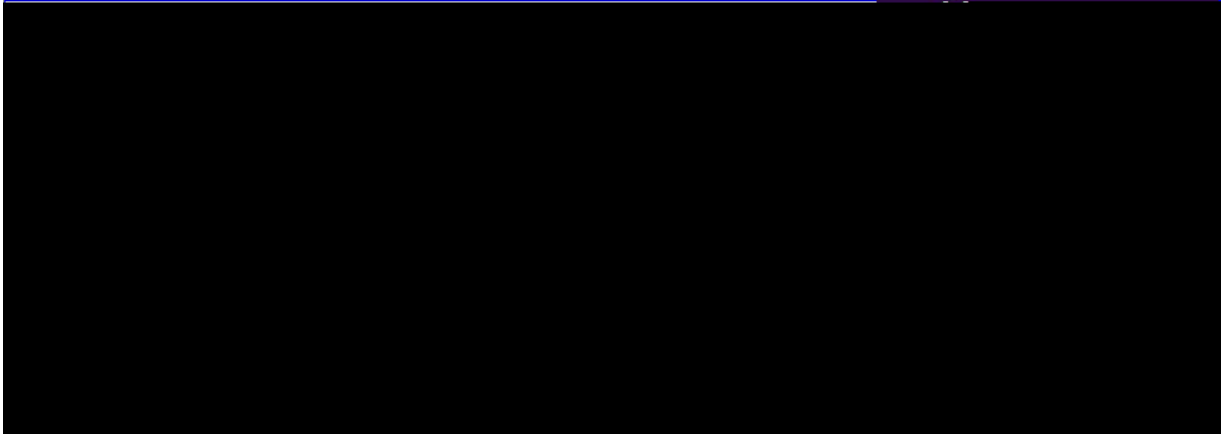
International conversion rates:

<https://www.x-rates.com/historical/?from=USD&amount=1&date=2023-05-23>

Requests for reimbursement for International travel must be submitted on an Out of state Travel Expense form within 60 days of the travel occurrence. All costs listed on the travel form must be recorded in U.S. Currency and the exchange rate stated on the claim form. Before using federal contract or grant funds to travel internationally, employees must gain prior approval from the sponsoring agency unless originally approved in the contract or grant.

1. Please complete the top portion of the form to include your name, title, employee ID, address, and purpose of the trip.

2. *** For the address, please remember to use the closest of your base or UNA if the two are different.



3. Subsistence-

Please complete the Subsistence section to include the points departing from and arriving to and your departure and arrival times. Traveler must be gone from base for more than six (6) hours to claim reimbursement of an expense other than mileage.

Lodging: Actual lodging expenses will be reimbursed up to the maximum federal rate allowable in each city. Detailed receipts are required.

Meals: Meals and incidental expenses will be reimbursed at the current federal daily rate (CONUS) and receipts are not required. The U.S. State Department Office of Allowances publishes foreign per diem rates for lodging and M&IE. Current rates may be viewed at the following website addresses:

Domestic: <https://www.perdiem101.com/conus/2018>

International: <https://www.perdiem101.com/oconus/2018>

No tips or other incidental expenses will be reimbursed as they are covered within the M&IE rates.

Make sure to attach a screenshot of where your conversion rate of international currency into US Dollars came from.

Per Diem Example

Rates were obtained from international per diem website above.

4. Private Mileage or Commercial Fares-

This section should match the subsistence section concerning the days reported.

5. Miscellaneous Expenses

This section includes taxis (from airport to hotel/meeting