

OUT-OF-COUNTRY TRAVEL

Congratulations on your upcoming trip. As you prepare for your travels, the following information contains recommendations and tracking techniques that you will want to keep in mind to ensure proper accounting of expenses and reimbursement in a timely manner.

Please be familiar with MTSU Travel Policy at <http://mtsu.edu/policies/business-and-finance/658.php/>

Temporary Travel Advances – When an employee receives an advance, the University enters a receivable in the recipient’s name for the amount in its financial system. The advance recipient must account for one hundred (100) percent of the funds by providing original receipts in support by expenses submitted with a claim or returned to the university by depositing funds at the Cashier windows in the Business Office. Advance recipients must pay back unaccounted funds to MTSU, or the University may withhold from future paychecks until the receivable balance is zero.

Travel Claim Documentation

Boarding Pass is not sufficient documentation of airline ticket; must submit a paid receipt.

For travel outside of the continental United States, the University will reimburse employees for actual receipts or per diem up to the maximum CONUS rate. Travelers should only use per diem amount when receipts are not available.

Travelers must maintain and submit original receipts with the travel claim. The University will not reimburse any expenses not supported by a legible receipt. *See Conversion information below.*

Foreign Language: Travelers must translate vendor documentation printed in a foreign language to English before submitting for reimbursement or reconciliation. A tool that may be helpful for doing so is [Google Translate](#).

Conversions of foreign currency - Fluctuating exchange rates make reimbursement for foreign travel somewhat complex. Foreign businesses will often charge your credit card in the foreign country’s currency, and the credit card company will convert the bill to US dollars. To ensure accurate and fair reimbursement, a traveler should submit a copy of the credit card bill in US dollars with the request for reimbursement, in addition to the original charge slip in the foreign currency. If payment is in cash, a receipt showing the amount spent and items purchased must accompany the Travel Reimbursement Form. Travelers should convert foreign receipts to US dollars by using one of the following websites: <http://www.oanda.com/currency/converter/> or <http://www.xe.com/tec/>

Daily Tracking – Remember, the travel claim, “***form must show movement and detail of expenses on a daily basis*** (VIII. Claims).” It is highly recommended that during your trip abroad, you track daily expenses by utilizing an Expense Log similar to the attached PDF or Excel spreadsheet, including a method for storing receipts protecting them from loss or damage. A daily log will help you to compile your claim for submission in addition, assist the travel clerk during the review process for a quicker turnaround.

Travelers should submit claims no later than **thirty (30)** days following the completion of any travel.

Thank you and enjoy your trip!