

Travel - Foreign

Effective: Moved to Policy Library from UPM 8.4(1)

Reviewed and Updated: January 1, 2025

Contact: [Controller's Department](#)

Introduction

This policy covers the reimbursement of university travel-related expenses incurred while outside the United States.

Policy Statement

Travel within the 50 United States plus Puerto Rico, Guam and the U.S. Virgin Islands is considered domestic travel. All other travel is foreign. This policy applies to travel paid from all university funding sources, except the Ames Laboratory contract.

The U.S. Department of State has established lodging and meal per diem rates for foreign travel, which are subject to change on a monthly basis. A traveler may claim actual lodging reimbursement expenses up to the per diem (plus any additional tolerance approved by the Senior Vice President of Operations and Finance) when lodging is required. Exceptions for lodging may be granted based on travel guidance developed by the Controller's office and appropriate documentation.

Exceptions for lodging exceeding published per diem rates may be granted based on travel guidance developed by the Controller's office and appropriate documentation. Reference "[Travel – Reimbursement](#)" for specific guidance on the application of meal and lodging per diems for foreign travel.

International Business Travel (including athletic competition) must be registered with the Office of Risk Management ([International Travel Registration](#)). Business travelers must complete the international travel processes as part of registration.

Resources

Links

- [International Travel Registration Policy](#)
- [Controller's Department Travel Information](#)
- [Controller's Department - Foreign Travel](#)
- [Summary of Allowable Expenses](#)
- [Unallowable Travel Expenses](#)
- [FAQ - Travel Advances](#)
- [Fly America Act - Airfare Restrictions - Federal Grants](#)
- [Travel - Airfare](#)
- [Travel - Authorization and Funding](#)
- [Travel - Reimbursement](#)