Foreign Travel - Important Tips

Updated by CEHS 2-17-2016

**Questions:** Contact Nell Inselman **(**219 Mabel Lee Hall; [nell@unl.edu](mailto:nell@unl.edu); 472-9890)

**Before You Travel**

* Review Travel policies at [**http://travel.unl.edu/policies**](http://travel.unl.edu/policies)

# Submit an approved Pre-Trip Authorization to Nell Inselman using the Travel Authorization form found on the CEHS Business Center website, http://cehs.unl.edu/cehs/cehs-business-center/

* **Book airline tickets. Tickets are required to be booked through Travel & Transport if paid with UNL administered funds.**
* Follow instructions via emails relating to Export Control Regulations for Foreign Travel
* Visit [**http://travel.unl.edu/ForeignTravel**](http://travel.unl.edu/ForeignTravel) for important travel guidance
  + Medical and Evacuation Insurance: before your first trip register and print an ID card. Coverage costs are paid by UNL.
* Recommended reservation and rental programs:
  + Hotels.com for hotel reservations
  + National Car Rental and Enterprise Rent-A-Car (Big 10 Car Rental Contracts) for car rentals

**While You Travel**

* Detailed Receipts (State Statute 81-1174)
  + required for meals $5 or greater
  + fully itemized including amount, date, place and essential character of the expense

# foreign receipts must be translated and the exchange rate must be documented

* + credit card receipts are not sufficient
  + per diems are not allowed
* Detailed Receipts are required for meals charged to the hotel folio
* Reasonable tips (those over 20% will not be reimbursed)
* Alcoholic beverages nor the related tax/tip will not be reimbursed
* Food Reimbursement Policy
  + specific requirements regarding tips, departure and return times, one day trips, etc.
* Lodging Reimbursement Policy
  + specific requirements regarding authorized lodgers, claiming the single rate, required documentation
* Only Expenses for University employees, traveling on business, are reimbursable

**After You Travel**

* 60 day Policy (State Statute 81-1174)
  + submitted within 30 days to the Business Center to allow time for processing
  + requirement cannot be waived

**Resources**

Additional information on all Travel policies and procedures can be found at [**http://travel.unl.edu**](http://travel.unl.edu/), such as:

* 60 Day Reimbursement Calendar
* Reimbursement Quick Reference
* Export Control
* What is Allowable and What Isn’t?
* Executive Memorandum No. 25