

## Outside Contiguous United States – All Fund Types Guideline

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### I. Title

Outside Contiguous United States – All Fund Types Guideline

### II. Objective

Travel Guideline DIS-T-GL4 provides information for international travel in accordance with applicable laws and rules. International travel is travel to any country outside of the United States and U.S. territories and possessions. This Guideline details how to request approval for international travel, how to convert and interpret travel receipts and an explanation of On Call International (“On Call”), the vendor contracted by the UT System to provide international assistant services.

Rules and policies governing the approval and definition of international travel come from a variety of sources including the State of Texas Travel Regulations Act (Chapter 660 of the Texas Government Code) and the Board of Regents' Rules and Regulations. These rules and policies define international travel as travel to, in, or from a destination that is neither in the United States, nor a possession of the United States. To assist university employees with calls for help, advice and medical response when traveling internationally, this Guideline explains the organization that the UT System has contracted with to provide international assistant services to its employees and students when traveling on university business.

### **III. Scope**

All UTA employees, students, and official guests/volunteers participating in University-sponsored international travel.

### **IV. Guidelines**

#### **A. Responsibilities**

##### **1. Traveler**

- a. Obtains pre-approval (if using state appropriated funds) from either the Provost and Vice President for Academic Affairs or Associate Vice President for Business Affairs & Controller before traveling internationally.
- b. Obtains approval from the UTA International Oversight Committee before traveling to areas of high risk.
- c. Obtains On Call registration prior to traveling internationally.
- d. Complies with International Travel Guidelines.
- e. Plans all travel to achieve maximum savings and efficiency. Ensures that each travel arrangement is the lowest possible cost, considering all relevant circumstances.
- f. Retains receipts of all expenditures while traveling.
- g. Converts all receipts obtained while traveling to US dollars.
- h. Completes the Expense Report upon return from traveling.

##### **2. Department**

- a. May adopt expense reimbursement and payment rates lower than the maximum rate. The department's employees must be notified in writing before the lower rates are implemented. The department is solely responsible for enforcing the rate.

##### **3. Provost and Vice President for Academic Affairs**

- a. Approves faculty requests for international travel that use state appropriated funds.

##### **4. Associate Vice President for Business Affairs & Controller**

- a. Approves staff requests for international travel that use state appropriated funds.

**5. International Oversight Committee**

- a. Reviews and approves/denies all University-sponsored travel to areas of High Risk.
- b. Issues travel recalls any time if threat assessment warrants.

**6. On Call International**

- a. Provides 24-hour medical response and international assistance to UTA employees and students that are traveling internationally on university business.

**B. Pre-Travel Authorization Using State Appropriated Funds**

If using state appropriated funds and traveling to foreign countries other than Canada, Mexico, or U.S. possessions, the Travel Authorization must be pre-approved by a person authorized by the President of the University to act in the official capacity of approving international travel. Faculty should contact the office of the Provost and Vice President for Academic Affairs, and staff should contact the Associate Vice President for Business Affairs & Controller.

**1. Travel Authorization Requirement:**

- a. Documentation of an approved pre-travel authorization must be attached to the UT Share Travel Authorization.

**C. Travel Authorization Using Local Funds**

If using local funds for international travel, a fully approved Travel Authorization is required before a trip occurs, whether or not there is a cost to the University. Please see UTA Travel Guideline DIS-T-GL2 *Pre-Travel Requirements – All Fund Types*, for complete information on Travel Authorizations.

**D. Approval for Travel to Areas of High Risk**

- 1. University-sponsored travel to areas of High Risk must be approved by the [UTA International Oversight Committee \(IOC\)](#) prior to travel. This includes travel to locations where:
  - a. The [U.S. State Department](#) has issued the following Travel Advisories:
    - i. **Level 4**  
Do not travel.

ii. **Level 3**

Reconsider travel (note: this includes numerical advisory levels for sub-regions within a county; e.g., states in Mexico)

- b. The [Center for Disease Control and Prevention \(CDC\)](#) has issued a warning:

i. **Level 3**

Avoid nonessential travel health notice; or

ii. **COVID-19 Warning Level 4**

Special circumstances. Do not travel.

- c. The IOC has deemed significant health, safety, or security risks are present. This could include:

- i. Any region with a U.S. State Department Travel Advisory recommendation of “Do Not Travel” or “Reconsider Travel” within a country rated as Travel Advisory Level 2: Exercise increased caution, or Level 1: Exercise normal precautions.

2. The countries on the current travel advisory list may be found on the [U.S. Department of State website](#). Countries on the travel warning list may include Canada or the United Mexican States (Mexico). Additionally, the Level 3 updates for travelers may be found on the [Centers for Disease Control and Prevention website](#). Requests for exemptions for travel to countries listed on either travel website should be directed to the UTA IOC chairman at [horn@uta.edu](mailto:horn@uta.edu).

3. If the U.S. Department of State or the Centers for Disease Control and Prevention issues a travel advisory, any program not started, and any participant or employee planned travel that has not occurred, is automatically suspended pending review by the UTA IOC. Programs or travel in progress when the warning is issued will be evaluated by the UTA IOC to determine whether the threat is imminent, and personnel and students should be recalled.

**4. Travel Authorization Requirement**

- a. Documentation with IOC approval must be attached to the UT Share Travel Authorization.

## **E. On Call International Registration**

1. The UT System Office of Risk Management has a contract with On Call. Registration with On Call is required prior to travel for faculty, staff and students traveling internationally (this includes to Canada and the United Mexican States) to conduct university business as a representative of the University, such as participation in research, conferences, meetings, and teaching endeavors. On Call automatically receives traveler information from UTA's travel agencies, Corporate Travel Management North America, d/b/a Collegiate Travel Planners (CTP) and Anthony Travel, LLC (ATI). Any traveler who uses CTP and/or ATI will be automatically registered with On Call and can be tracked and easily located while traveling. If a traveler has obtained permission not to use CTP or ATI for booking travel, the traveler must still register with On Call by submitting their itinerary via email to [trips@oncallinternational.com](mailto:trips@oncallinternational.com).
2. On Call is a comprehensive, 24-hour medical, security, and travel assistance response organization. On Call International has several ways they can be contacted:
  - a. Call collect from anywhere in the world: +1 978-651-9722
  - b. Call toll free from the US or Canada: 1-833-328-1091
  - c. Text only number: +1 844-302-5131
  - d. 24/7 Live Chat: [www.oncallinternational.com/chat/direct](http://www.oncallinternational.com/chat/direct)
  - e. On Solve Risk Intelligence app for your cell phone
3. A summary of the specific coverages and services offered are provided on the On Call International Plan Information page. Claim forms and pre-trip preparation resources can be found at <https://myoncallportal.com> with Portal Group ID: 100143CPPD21.

### **4. Advance Payments**

Although On Call does not provide any direct insurance for medical expenses, advance cash payments to members or medical providers are available through the program if necessary. On Call will then request reimbursement from UT System and will assist UT System with obtaining and translating medical documentation for the insurance claim submission.

## 5. Coverage for Travelers Other Than Faculty, Staff, or Students

UTA recommends that all travel companions accompanying a covered individual on a trip abroad purchase a personal On Call membership. This will ensure that travel companions have access to these services in case they experience a medical or security emergency. A travel companion can obtain a quote for an individual membership at <https://worldtrips.com/atlas-travel-insurance#/atq>.

## F. Meals and Local Incidental Expenses, Miscellaneous Business Travel Expenses and Lodging – Local Funds Only

The per diem rate query for travel outside the contiguous United States, using local funds:

Department of Defense (DOD)  
<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

The DOD per diem rate query is used to determine the maximum amount for meals that a traveler can claim daily without receipts.

### 1. Travel Meals

- a. All meal expenses are reimbursed for actuals up to, but not exceeding, the DOD daily Local Meal rate. The total must include tax and tip.
- b. If meals exceed the maximum daily per diem rate for the location, itemized receipts are required.

**Note:** Alcohol is not allowable as part of regular travel meals.

### c. Expense Report Requirement

- i. Itemized receipts required if exceeding the maximum daily per diem rate for Local Meals.
- ii. Screenshot of OANDA currency converter information, if applicable.
- iii. Screenshot of the DOD Per Diem Rates page for the location.

### 2. Foreign Incidental Expenses

Daily foreign incidental expenses are reimbursed for actuals up to, but not exceeding, the DOD Local Incidental rate. The daily incidentals are limited to:

- a. Cleaning/laundry expenses when traveling for five or more consecutive business days
- b. Baggage tips – airport
- c. Baggage tips – hotel
- d. Other hotel tips/fees
- e. ATM Fees
- f. Cash advance fees
- g. Expense Report Requirement**
  - i. Screenshot of the DOD Per Diem Rates page for the location.

### **3. Miscellaneous Business Travel Expenses**

Miscellaneous business travel expenses are reimbursed for actuals and include, but are not limited to:

- a. Rental of Vehicle
- b. Gasoline for rental car
- c. Parking charges – hotel, airport, etc.
- d. Toll charges
- e. Departure tax in foreign countries
- f. Visa for foreign travel
- g. Currency exchange fees
- h. Inoculations
- i. Passport
- j. Expense Report Requirement**
  - i. Itemized receipt.
  - ii. Screenshot of OANDA currency converter information, if applicable.

**4. Non-Allowable miscellaneous travel expenses include, but are not limited to:**

- a. Excess baggage charges for personal belongings. This is inclusive of checking more than one piece of luggage, overweight or oversized.
- b. Any other personal expense items such as dental hygiene products, hair care products, cleaning or laundry (if less than five consecutive business days), alcoholic beverages, tours, sporting events, kennel or boarding charges for a pet, babysitting, or daycare charges for children.
- c. Any expense not required for official state business.

**5. Business / Entertainment Meals**

Business/entertainment meal expenses are expenditures that are allowed in order to entertain and conduct business with a customer or client and the traveler. All business/entertainment meals must be reasonable and benefit the University. Reimbursement for business/entertainment meals includes the following requirements:

**a. Business/Entertainment Meal Expenditure for University Traveler**

Counted as part of the traveler's meal total for the day. Therefore, the traveler can only claim per diem for two meals per day, or 75% of the daily total when a business meal will occur as the third.

**b. Business/Entertainment Meal Expenditure for Person(s) Other than Traveler**

The '*Proportional Meals*' rate for the state/country and locality will be used to reimburse for persons other than the traveler. Sales tax will be reimbursed, and a maximum tip, based on food and beverages only, is allowed at a maximum of 20%.

- c. Alcohol is only allowed when purchased and consumed as part of a business/entertainment meal, or if there is a business reason for the purchase.
- d. Sales tax and a maximum tip of 20%, which is based on food and beverages only, can be added to the total of the business/entertainment meal.



**e. Expense Report Requirements**

- i. Itemized receipt.
- ii. [SharePoint Official Occasion Expense Form](#)
- iii. Screenshot of OANDA currency converter information, if applicable.

**6. Lodging**

All foreign lodging is reimbursed for actuals up to, but not exceeding, the DOD per diem rates published for the destination country/state and locality indicated.

- a. Applicable fees and taxes are in addition to the DOD rate.
- b. If the traveler's nightly rate varies, the actual total of the lodging cost cannot exceed the maximum of the per diem for the number of designated nights.
- c. Receipts for lodging booked online (Priceline, Orbitz, Travelocity, etc.) may only be used as proof of payment and not as proof of stay.

**Note:** Some hotels may not automatically provide an itemized receipt if the room was booked online. In this case it may be necessary for the traveler to ask for one, or an acknowledgement that the booked stay was completed.

**d. Lodging receipts must show:**

- i. Commercial lodging establishment name;
  - ii. Commercial lodging address;
  - iii. Daily itemization of all charges;
  - iv. Name of the employee/occupant;
  - v. Single room rate; and
  - vi. Proof of payment.
- e. A traveler may pay for, and be reimbursed for, another university employee's or student's lodging expense.\* The receipt must list the names of the university employees or students included on the receipt.

\* Include in the Expense Report an attestation statement by the employee/student/traveler whose expenses were paid, that they will not submit a claim for travel expenses already reimbursed to the employee who paid the expense

**f. Expense Report Requirements**

- i. Itemized receipt.
- ii. Screenshot of OANDA currency converter information, if applicable.
- iii. Screenshot of the DOD Per Diem Rates page for the location.

**G. Meals, Incidentals and Lodging – State Funds Only**

The Texas Comptroller of Public Accounts created [Textravel](#) to provide information on state travel laws and rules to assist institutions of higher education.

The per diem rate query for all travel outside the contiguous United States:

Department of Defense (DOD)  
<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

**H. Cancellation or Change Charges**

1. A traveler will be reimbursed for a travel expense incurred when the traveler returns from a duty point to his/her designated headquarters before University business is completed because of an illness, personal emergency, or University recall. When claiming reimbursement for cancellation charges, receipts or invoices are required to document each cancellation charge submitted for reimbursement.
2. Cancellation charges for "no shows" due to personal reasons are not reimbursable.
3. Cancellation charges for airfare paid by the traveler will only be reimbursed if approved by the Associate Vice President for Business Affairs and Controller.

**I. Receipts and Expense Report Submittals – Local and State Funds**

1. Traveler is subject to UTA Travel Guideline DIS-T-GL11 *Travel Reimbursement – Timelines & Receipting – All Fund Types*. See the Section on Submission Timeline of Expense Reports.

## 2. Receipt Content

Receipts should be in the name of the traveler and be for the dates claimed on the Expense Report.

## 3. Conference Attendance

All travelers attending a conference must submit the conference agenda as part of their travel supporting documentation.

4. Receipts from international travel must be converted to US dollars. Use [OANDA](#) for an easy-to-use converter.
5. Date of the conversion should be the date money was exchanged (attach receipt) or the date of the charge (Example: settlement date of a hotel bill). Screen print the information obtained from the website and attach to the Expense Report. Also, a copy of the monthly credit card statement showing the billing in dollars can be used.
6. Be especially careful to obtain receipts of all expenditures. It is very difficult to obtain these after returning.
7. It is also helpful for the traveler to interpret each receipt by making a note of the total paid and state the reason for the expense. Example: Hotel bill- xxxx daily room charge- xxxx daily room taxes.

## V. Definitions

**Chartfields:** Data fields used to segregate accounting information, i.e. cost center, department, fund, account, business unit, project, activity, and function.

**International Travel:** Travel to, in or from, any country outside of the United States and U.S. Territories and Possessions.

**State Appropriate Funds:** Chartfields that are funded by State general revenue. Most state appropriated funded Chartfields have Fund "21xx". State appropriated funded accounts also appear in other numbered Chartfields if the Fund is 21xx.

**Travel Authorization:** This document is used in UT Share to authorize travel for employees, prospective employees, students, and non-employees who are traveling for UTA business.

**Expense Report:** This document is used in UT Share to reimburse business travel expenses. The expense report is used to provide a detailed record of the travel expenses as well as identify the nature of the business conducted.

**Tip:** A sum of money given to someone as a reward for services given. This is also known as a gratuity. A tip is often given for meals and transportation.

**VI. Relevant Federal and State Statutes**

[Centers for Disease Control and Prevention – Travel Health Notices](#)

[Department of Defense Per Diem Rates Query](#)

[International Travel Guidelines](#)

[OANDA Currency Converter](#)

[On Call International](#)

Texas Government Code, [Chapter 660](#) Travel Expenses, *Travel Regulations Act*

[TexTravel](#)

[U.S. Department of State – Travel Advisories](#)

**VII. Relevant UT System Policies, UTA Travel Guidelines and Forms**

UTA Travel Guideline DIS-T-GL2 *Pre-Travel Requirements – All Fund Types*

UTA Travel Guideline DIS-T-GL11 *Travel Reimbursement – Timelines & Receipting – All Fund Types*

[SharePoint Official Occasion Expense Form](#)

**VIII. Who Should Know**

All UTA employees, students, and official guests/volunteers participating in University-sponsored international travel

**IX. UTA Office(s) Responsible for Travel Guideline**

**Responsible Officer:** Chief Financial Officer and Senior Vice President

**Sponsoring Department:** Office of Disbursements

**X. Dates Approved or Amended**

August 1, 2019

September 14, 2020

May 21, 2021

June 28, 2022

April,1 2024

**XI. Contact Information**

Questions regarding this Guideline should be directed to the Office of Disbursements at (817) 272-2194, or email [travelservices@uta.edu](mailto:travelservices@uta.edu)

Send notifications of errors or changes to: [travelservices@uta.edu](mailto:travelservices@uta.edu)