



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Financial Services/Travel
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International Travel

Policy:

All travel outside the Continental limits of the United States (Canada, Hawaii, Puerto Rico, and Mexico are outside the limits), must obtain the approving signature of the President prior to undertaking any foreign travel. A Travel Authorization Request form must be completed and submitted to the President's Office. Individuals must start the paperwork and approval process in advance to allow a minimum of six weeks for its completion.

An approved Travel Authorization Request form must be attached to the Travel Voucher when any associated reimbursement or payment is requested. A copy of this form shall be used to request a travel advance if one is necessary. If actual expenses exceed the estimated expenses listed on the Travel Authorization form, the original form shall be resubmitted showing the excess charges and must be approved again by the appropriate departments.

CURRENCY EXCHANGE FOR TRAVEL REIMBURSEMENT EXPENSE VOUCHER

When converting foreign currency to dollars for the purpose of reimbursement, you must attach proof of the official rate of exchange to the Travel Voucher for reimbursement. Any official and documented statement of the official rate of exchange will be acceptable. It is recommended that the traveler should obtain a currency conversion upon arrival at his or her destination so that the rate applicable to the dates of travel is documented.

The rate of exchange from and to U.S. dollars can be obtained from American Express, any bank, via the Internet on a website such as <http://finance.yahoo.com/m3?u> or by calling the State Travel Office at (601) 359-3647. This will be the rate of exchange for the specific date(s) given and may vary when the charge is transmitted to the employee's credit card. If there is a difference between the amounts the employee is reimbursed and the amount charged to the credit card, an amended Travel Voucher may be submitted to correct the reimbursement. A copy of the original reimbursed Travel Voucher and a copy of the credit card charge must be included.

Note: Travel to Alaska is considered within the continental limits of the United States and meals would be reimbursed at the maximum state reimbursement rate allowed.