

## Foreign Travel Procedures

Last Updated: 08/16/07

Foreign travel has many strict policies and requirements, so please be sure to read the following carefully, and check with the MRSEC office if you have any questions.

**VERY IMPORTANT: Flights *must* be booked on American airline carriers, per the Fly America Act.** There are very few exceptions to this Act, all of which must be approved in advance. The bottom line is: if you book a flight on a foreign carrier, you flat out will not be reimbursed.

For more information on University-wide travel policy, please consult the travel services website: <http://www.dbs.umd.edu/travel/policy/umtravel/> and specifically the international travel page: <http://www.dbs.umd.edu/travel/services/intltravel.php> All University restrictions apply.

### **Before You Travel:**

1. Complete the Travel Approval Request form, which is available online at [http://mrsec.umd.edu/Internal/Forms/Travel\\_Approval\\_Request.pdf](http://mrsec.umd.edu/Internal/Forms/Travel_Approval_Request.pdf)
  - a. **If flying** to your destination, call one of the travel agencies listed on the Travel Approval Request form to place a hold on a flight reservation. Attach a copy of the flight itinerary to your Request form. When your travel request is approved, your flight will be guaranteed with a University travel card. If you choose to make your own flight arrangements rather than using the travel agencies available, you will be responsible for paying the airline costs up front. You must then turn in all appropriate receipts and boarding passes along with your final travel expense statement for reimbursement. **Flights *must* be on American airline carriers.**
  - b. **Food** costs are to be covered by the per diem rates determined by the U.S. Department of State. These rates are based on location and can be found online: <http://www.state.gov/m/a/als/prdm/> Food costs covered by per diem do not require receipts.
2. Turn in your completed Travel Approval Request form to the MRSEC office at least 2 weeks before your travel.
  - a. Form *must* be approved and signed by your IRG leader.
  - b. Include abstract citing MRSEC and flight itinerary.

### **During/After Your Travel:**

1. Collect and keep *all* receipts and other documentation from your trip. If you are unsure whether or not to keep some form of documentation, *keep it*. It is better to have more than is necessary than to be missing something needed for reimbursement. Items to keep include (but are not limited to):
  - a. Itemized hotel receipt
  - b. Conference registration receipt and a confirmation of attendance
  - c. Taxi receipts
  - d. Airline boarding passes
2. After you return, complete the Travel Expense Statement, which is available online at [http://mrsec.umd.edu/Internal/Forms/Travel\\_Expense\\_Statement.pdf](http://mrsec.umd.edu/Internal/Forms/Travel_Expense_Statement.pdf)

*HINT: For meals covered by per diem, you may simply check off which meals for which you require reimbursement.*
3. Return your signed Expense Statement to the MRSEC office.
4. When your Expense Statement has been processed by the MRSEC office, you will be notified to come by the office and sign the final expense statement.