

International Travel Reimbursement

General Information:

Request for Authority to Travel 50 (RAT 50) is required for all international travel

Allowable to Charge on Purchasing Card:

- **Conference Registration**
- **Airfare including fees, taxes, and baggage**
- **Hotel (single room rate) – room, parking, wifi and tax only**
- **Rental car; must use vendor Enterprise/National Car Rental**
- **Gasoline for rental or fleet vehicles only**
- **Taxis/rideshare to/from the airport and hotel only**

Meals are **NOT** allowable on the Purchasing Card

Generally, travel will not be reimbursed for earlier than one day before or after the meeting or conference

Must convert foreign currency rates to current USD (www.oanda.com)

Mileage:

- Includes fuel and other costs associated with driving personal vehicle
- Use MapQuest to calculate mileage
- Based on the shortest distance between AUM or the employee's official work base and the destination

Meals and Incidentals:

- **Reimbursed based upon current Federal M&IE rate based upon the destination**
- **Covers tips, baggage handling, and transportation to and from meals**
- **No receipts required**

Required Reimbursement Documents:

1. **Travel Voucher**
2. **Hotel folio required; no longer able to use Federal lodging rate**
3. **Original itemized receipts**
4. **The receipt must include the last four digits of the credit card number if purchases are on personal credit cards**
5. **Agenda and/or Itinerary for event**
6. **MapQuest for mileage**

Unallowable Expenditures:

- **Insurance**
- **Alcoholic beverages**
- **Gratuity in excess of 20%**
- **Travel/rideshare for meals**
- **Laundry and dry cleaning**
- **Recreational charges (golf, tickets, on-demand movies, etc.)**
- **Room service on p-card**

