



## International Travel Reimbursement

This document serves as a guide for employees traveling internationally. Please direct any questions regarding these guidelines to your department contact.

### Allowable Reimbursement

#### *International Travel Reimbursement*

Travel outside the United States is considered international travel. That includes travel to U.S. territories (such as Puerto Rico) or to neighboring countries (such as Mexico or Canada). International travel requires prior written approval via a Request for Authority for International Travel (RAT50).

**Actual lodging expense** will be reimbursed consistent with the out-of-state travel reimbursement policy. Itemized receipts are required.

**Meals and incidental expenses** will be reimbursed at the current federal M&IE rate for your destination. Receipts are not required.

- Taxes and gratuity (tips) are included in the M&IE rate. A gratuity of 15%-20% is the generally suggested amount.
- On the first and last travel day, travelers are entitled to per diem for M&IE at a rate of seventy-five percent (75%) of the total rate for the travel destination.
- The U.S. Department of State provides separate amounts for breakfast, lunch, dinner, and incidentals for the daily per diem ([U.S. Department of State | Home Page](#)). If a traveler's trip includes meals that are already paid for by the University or by a third party (such as through a registration fee for a conference), the traveler should use the Foreign Per Diem meal amount rates to deduct those meals from the per diem reimbursement request.

Information about conducting business outside the United States is available at:  
[www.auburn.edu/administration/business\\_office/pdf/international-business\\_faq.pdf](http://www.auburn.edu/administration/business_office/pdf/international-business_faq.pdf).

Federal rates are available from the [State Department web site](#). You may also obtain information from Procurement and Business Services. Rates are revised monthly, and reimbursement will be made at the rates effective during the actual travel days. You are strongly encouraged to check these rates prior to travel.

#### *Meals and Incidental Expenses*

**Meals and Incidental Expenses** include payments such as tipping, baggage handling, and transportation to/from meals. Items handled **separately** from these limits include:

- Official telephone, faxes Inoculations
- Passports and visas (including photos)
- Birth and health certificates
- Transportation to/from the destination city
- Transportation on AU business within the destination city
- Airport parking
- Baggage and shipping charges.

**Receipts aren't needed for taxi, subway, or local bus service. Receipts are required for all other allowable expenditures.**