

Foreign Travel—Quick Check

For detailed information see the [Foundation Travel Policy](#)

All Foreign travel requires submission of a Foreign Travel Request and Questionnaire form **at least 45 days prior to travel**. Special tax issues and travel restrictions may apply to your foreign travel. See the Foreign Travel section in the Foundation Travel Policy for details.

Per Diem Rates

For foreign travel, the Foundation uses the U.S. Department of State Foreign Per Diem rates. Foreign Per Diem rates are established monthly by the Office of Allowances as maximum U.S. dollar rates for reimbursement of government civilians traveling on official business in foreign areas. Please refer to the link below for the correct rates when calculating your reimbursement. **A printed copy of the applicable rates must be attached to your travel claim form.**

Select Foreign Per Diem Rates by Location, enter/select the appropriate country and click Go.

http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Refer to FTR Appendix B for a breakdown of meals and incidentals.

http://aoprals.state.gov/content.asp?content_id=114&menu_id=89

Lodging

Lodging will be reimbursed for reasonable **actual** costs including taxes up to the maximum listed on the chart. The original receipt should clearly show the name of the person paying the bill, name of the traveler(s), amount of the bill, itemization of charges, dates and establishment name.

Travel Insurance

Foreign travel insurance is required for individuals traveling on Foundation business using Foundation funds or CSU, Chico students participating in Foundation related activities in a foreign country. See table below for premium rates. **Higher rates may apply for some countries and require additional processing time.**

Trips up to 15 days	Premium	Trips 16 to 30 days	Premium
Faculty and staff	\$60 per person	Faculty and Staff	\$75 per person
Students	\$50 per student	Students	\$60 per student

Trips over 30 days	Premium (Rate for each 30 days + rate for any portion up to 15 days)
Example: Faculty/staff -75 day trip	$(\$75 \times 2 + \$60) = \$210$
Example: Student - 90 day trip	$(\$60 \times 3) = \180

Laptops/Computers

Only laptops loaded with the typical Microsoft Office suite or similar commercially available software should be taken out of the United States. If you are unsure whether your laptop has controlled technology or encryption software loaded, please contact the Office of Research and Sponsored Programs or Foundation Administration.

Required Receipts*

Airfare	Required
Lodging	Required
Car rental	Required
Gasoline for car rental or emergency use for Univ. bus	Required
Conference registration fees	Required
Railroad, bus, light rail fares, taxi, shuttle and parking	Required if any one instance is greater than \$10
Telephone, fax, Internet	Required if any one instance is greater than \$10
Miscellaneous business expenses	Required

***If not in US currency, provide documentation of the exchange rate in effect at the beginning of the week in which the receipt is dated and attach receipts. For receipt purposes, the week starts on Sunday.**