



Know Before You Go!

International Travel Guide

Travelers should submit all expenses for reimbursement within (10) days of the completion of the event or trip, but no later than 45 calendar days per the Statewide Travel Policy. Utilize Concur (web booking tool) or contact Travel Inc. for reservations.

TRAVEL AUTHORIZATION

All travel requires electronic approval via Panthermart before a trip occurs. The only exception would be if no reimbursement is due to the traveler. In this case, a manual (paper) travel authorization should be maintained by the department for record.

If the traveler did not book their travel through travel.gsu.edu, they must complete the International Travel Form. Please contact the Office of International Initiatives (OII) with questions.

FOREIGN PER DIEM

Travelers must have overnight lodging to be eligible for meal per diem. The first and last day of travel is limited to 75% of the per diem rate. If meals are provided, reimbursement will be reduced by the amount of the provided meal(s). The foreign per diem rate can be located on the US Department of State website.

LODGING

International travel permits the use of online booking services like Airbnb, VRBO, and Home Away, etc. A memo of justification is required if the daily rate exceeds the allowable per diem unless the selection is the host hotel.

AIRFARE

Business class, premium select, business select, first class, and comfort flights are reimbursable for international travel. A flight comparison is required for the same travel dates that shows the roundtrip flight cost if business and personal travel are combined. Advance approval from the department is required and a memo should be included with the traveler's TES.

CAR RENTAL

When traveling internationally, travelers can use other vendors outside of the Georgia state contract with Enterprise and Hertz. The State Risk Management Department recommends that travelers accept collision insurance when renting cars. The traveler is responsible for purchasing all rental car insurance offered, in which the expenses will be reimbursable.

Fuel purchase options should be declined, and vehicles should be returned with the same amount of fuel when reserved.

RECEIPTS AND DOCUMENTATION

Travelers are required to provide a copy of the conference/workshop agenda. Additionally, itemized receipts for lodging, airfare, car rental, taxi/rideshare, and any other expenses equal to or exceeding \$25 are required. Foreign expenses that are not converted into US dollars on the itemized receipts will need to be converted via OANDA based on the date of purchase and included with the travelers TES.