

INTERNATIONAL TRAVEL CHECKLIST

- **PLEASE** familiarize yourself with the [Travel Policy](#). If you have any questions, please ask your supervisor, Department Administrative Coordinator, or College Budget Specialist, before incurring any personal expenses.
- Approval – PRIOR APPROVAL ON ALL INTERNATIONAL TRAVEL IS **REQUIRED**. It must be approved by Supervisor, Dean, and Provost, before any related expenses are incurred.
 - Fill out the [Request for International Travel form](#). This will be a packet.
 - Include airfare quote for dates of travel.
 - Include lodging estimates.
 - Include meal estimates.
 - If applicable, include conference or workshop information, as well as registration costs.
 - If there are any “other” expenses, please describe the type of expense and provide an estimated cost, with documentation, if possible.
 - Fill out the group travel section. If you are traveling with students or other faculty/staff, include a memo that describes:
 1. Justification for group travel
 2. Number of ECU faculty/staff requesting to participate
 3. List of all individuals planning to participate
 4. Estimated total cost to ECU for the group travel
 - Total costs should be summarized in the “ESTIMATED Expenses” section. It is expected that actual costs may differ from amounts on the request, but please be as accurate as possible.
 - If travel includes students, it must be reviewed and approved by Jennifer White, Director of Education Abroad, before submitting to the Dean. Please contact the Education Abroad office at 622-1705 for more information. See also [Faculty/Staff Academic Travel with Students Policy](#).
 - If travel involves renting a vehicle in the destination country, please read the [Motor Vehicle Use Regulation](#).
 - Include the Org Code(s) of the source(s) of funding and amounts for each source.
 - Obtain signatures for Traveler, Supervisor, Financial Manager, and Director of Education Abroad (if applicable), and work with your Department Administrative Coordinator to submit the packet to the Dean’s Office via DocuSign.
- Travelers must file the above international travel request documents with the Provost’s Office no fewer than 30 days in advance of the international travel. If the Traveler is supervising students during international travel, appropriate travel documentation must be completed for each student. Failure to complete the reporting process with the Education Abroad Office may result in travel being prohibited or non-reimbursement of travel expenses. Violations may result in taxable income to the traveler.
- Receipts – Common documents required by Accounting for reimbursement upon return
 - Copy of approved Request for International Travel (above)
 - Lodging receipts
 - Airfare receipts, *including an itemized list of taxes and fees*

- Ground transportation receipts (taxi, rideshare, train, subway, etc.)
 - Travel Agent fees (reasonable travel agent fees are allowable/reimbursable for international travel)
 - Meal receipts – for international business travel meals, the reimbursement rate is the actual meal costs substantiated by an original, itemized receipt. Expenses associated with Travel to Canada will be treated the same as travel in the U.S. Credit card receipts without itemization are not acceptable documentation. If the Traveler does not submit original, itemized receipts, then the Traveler will be reimbursed at the subsistence per diem rate of \$44.
 - Registration fee receipt and Schedule/Program for conferences
 - Foreign currency conversion to USD for each expense. Use the Oanda currency converter at <https://www.oanda.com/currency-converter/en/?from=CAD&to=USD&amount=1> to find the USD equivalent for each expense on a specific date. Print to Save each expense conversion as a PDF file and include these with your travel expense reimbursement.
- JAGGAER Travel Expense Reimbursement/Voucher Entry
- All travel reimbursements are done in JAGGAER, ECU's Purchasing system. Here are [Basic instructions on how to complete a Travel Expense Reimbursement in JAGGAER](#)
 - Travel expense vouchers should be submitted as soon as possible upon return, but no later than 60 days. Waiting longer than 60 days to submit your voucher could result in your reimbursement being treated as taxable income and reported on your annual W-2.
 - A travel expense voucher should be turned in for all university-related business travel, even if it was fully prepaid and no reimbursement is owed to, or sought by, the traveler. THINK OF IT AS AN EXPENSE REPORT, RATHER THAN A REIMBURSEMENT REQUEST.