

INTERNATIONAL TRAVEL PROCEDURE

Related Board of Trustees Policy: BP 5.1

Approval: May 2012

Revision:

Approval for out-of-country travel should be requested four weeks prior to departure on the "Travel Request (Overnight)" form.

All out-of-country travel must be approved by the Vice President of Administrative Services. Out-of-country travel is considered to be any travel outside of the continental United States; therefore Alaska and Hawaii are considered out-of-country. Airline tickets, registrations fees, or travel advances cannot be processed until the President has approved the out-of-country travel.

Travelers are allowed one day of travel before the beginning of a conference and one day of travel after the conclusion of a conference. If more days of travel are being requested for reimbursement, documentation must be attached to justify the extra travel days. If the reason is that lower airfare was realized, documentation is required showing the amount of money that was saved. The amount of savings must be enough to cover any extra hotel or meals expenses that are incurred.

The exchange rate must be shown on the reimbursement form. Conversion calculations must also be shown on all backup documentation. Use the following web address for currency conversion:

<http://www.xe.com/ucc/> .

The Vice President of Administrative Services reserves the right to deny any and all travel due to the availability of budget and/or funds.

Please consult the Accounting Procedures Manual--Section 5--for complete details, instructions, and state policies regarding travel at:

http://www.nccommunitycolleges.edu/Business_Finance/docs/Accounting%20Procedures%20Manual/Section%205/2012_04_17_SEC5_latest%20published.pdf

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