

International Travel

Rules to follow when turning in for International Travel Reimbursement!

Per diem rates: Go to Accounting Home Page, click on PeopleSoft information, then click on International meal allowance rates to get the per diem for the country the employee traveled to.

Lodging and Misc expenses: Need original receipts attached to travel voucher. If lodging and Misc receipts were paid by credit card, need a copy of the credit card statement to back the receipt, which will tell us the US dollar amount to reimburse the employee.

If employee pays by cash, use the Currency Converter Web site to convert to the US dollar amount. The web site we suggest to use is www.oanda.com . Put in the amount and date of the receipt to convert into the US dollar amount. Please print out the conversion data and attach to each receipt for back up.

Thank You!
Accounting