

Traveling Internationally—Quick Guide

Items to Consider Before Traveling Internationally:

- Plan carefully before you travel—planning for payment of expenses:
 - Obtain any prior approvals from your department
 - Review University policies and procedures for changes
 - To ensure compliance with University procedures, to ensure the most economical travel, book the travel as far in advance as you can—at least 2 weeks out if possible
 - Know your funding sources and check your budget
 - If you have a University credit card, contact the bank and either Procurement Services or Accounts Payable to make arrangements for turning in documentation timely
 - If you use a personal credit card versus the University Procurement Card, reimbursements will not be processed until after the trip and all expenses can be accounted for

- Complete an International Travel Form—information regarding this form can be found on the Center for Global Programs and Studies website

- Complete a Spend Authorization if you need to request advance funds. Advances are for cash expenses only. This request should be submitted at least 10 business days prior to departure

- You cannot seek a per diem and reimbursement for actual amounts of receipts for the same trip; therefore, you cannot use your Pcard, if you want a tax-free per diem for meals
 - <http://aoprals.state.gov/> per diem rates by location

- Review the Travel Procedure, Schedule E, for non-reimbursable items

- Actual detailed hotel / lodging bills are required—the University does not allow per diems for lodging

- If the traveler is paying for services while traveling internationally and is seeking reimbursement or submitting an invoice for payment, you must obtain the appropriate W8-BEN. If at all possible, the University prefers to pay for services directly.

- This requirement supports the new regulations for FATCA

Items to Consider After You Return from an International Trip:

- Any advance money not used should be repaid by creating a cash sale and taking the funds to the Cashier's window in Reynolda Hall
- Any documentation not submitted within 60 days from date the expense was incurred or 30 days from return of trip, whichever is later, may be considered compensation

- All receipts in a foreign currency should be converted to US dollars
 - www.exchangerate.com, or
 - www.xe.com/ucc

- All receipts in a foreign language should be translated prior to submission to AP

Financial Services Quick Guide

Library

finance.wfu.edu

Responsible Unit:
Accounts Payable

Additional Assistance:
ap@wfu.edu

What is it?

This quick guide is meant to assist University faculty, staff and students when traveling internationally.

Why it is Necessary?

It is necessary to assist the campus community by providing a list of items to think about before and after traveling.

- The documentation requirements defined in University policies and procedures should be followed
 - There are several useful quick guides relating to documentation and receipt requirements