

International Travelers for the College of Engineering

Reference guide on what to do to get your full reimbursement

ALL INTERNATIONAL TRAVEL REQUIRES A TRIP REQUEST IN SAP PRIOR TO THE START OF THE TRIP, WITHOUT THIS YOU WILL NOT BE REIMBURSED.

Flights:

MUST be purchased from Travel and Transport. There is a \$5 fee when using the website or a \$22 fee if you call in to make the reservation. <http://transport.tandt.com/default.aspx>

If you need assistance purchasing flights through Travel and Transport using UNL's direct payment method please contact your Admin Coordinator and they will help get your flight arranged.

*** If you purchase an international flight on your own credit card, you will not be reimbursed. ***

All Foreign airfare paid for with federal or federal pass-through funding is subject to the Fly America Act. If using a non-U.S. carrier, please contact the college Post Award Grants Management office at 402-472-7047, 402-472-7894, or 402-472-3957 before booking flights. Applicable exceptions require documentation. A copy of UNL allowances and exceptions related to Fly America Act can be downloaded at <http://research.unl.edu/sp1/awards.shtml#travel>

Baggage fees require a receipt

Travel Insurance:

Travel insurance is provided free of charge from UNL when travelling for business. After you have your travel information please register at <https://geo-blue.com/>, using UNL group access code: QHG9999UNLBT. Once registered you will be able to print an ID card required for traveling out of the country.

You will need to register for this insurance each time you travel internationally for business.

For more details about the travel insurance please go to <http://travel.unl.edu/medical-political-security-and-natural-disaster-evacuation-coverage>.

Hotels:

Booking thru UNL's hotels.com reservation program is recommended. Purchasing on your own credit card is an option as a last resort or if the price difference is significant.

Surface Transportation

Shuttles, taxis, trains, metros, buses, etc. are all valid expenses. Get a receipt if possible, if any of those transportation services is over \$75/trip a receipt is required.

Car Rental Agencies

Discounted rates are available at the agencies listed below, National and Enterprise are the preferred vendors for UNL and the Big 10. To receive discounted rates, identify yourself as an E&I Coop member and mention the discount ID <http://travel.unl.edu/new-big-10-car-rental-contract>. Only people who are approved to travel for UNL are allowed to drive a vehicle using the Big 10 rate (i.e. spouses are not allowed to reserve at rate using UNL's discount ID).

Agency	Discount ID	Phone
National* www.nationalcar.com	XZ62295	877-222-9058
Enterprise* www.enterprise.com	XZ62295	800-261-7331

Auto Insurance on Rental Cars – Determining What Coverage to Purchase

If you book a vehicle through the Big 10 rate, National/Enterprise you will automatically have the insurance that is allowed by UNL. **Do not** request any additional insurance.

CDW (Collision Damage Waiver) can be reimbursed for International Travel.

Personal accident insurance and personal effects protection insurance are **NEVER** reimbursable.

Meals

Detailed receipts are required for all food/meal expenses equal to or greater than \$5. Each receipt must be fully itemized, including the amount, date, place, and essential character of the expense incurred. All receipts must be translated (write down what you had on the receipt once you receive it to have less complications remembering or translating when you return from your trip). All receipts must be converted to USD. This applies to all employees.

Tips over 20% will be adjusted accordingly, per state guidelines that UNL employees must follow.

Alcohol is never reimbursable.

Room service will also require an itemized receipt and is almost never itemized on your hotel bill. Please keep the itemized receipt you get when you order your food. It is the traveler's responsibility to try and get any receipts that have been lost or forgotten if you are missing itemized receipts.

Conversions:

All international receipts must be converted to USD. There are three options for selecting a conversion rate.

- Credit Card Rate – If you charged expenses on a credit card, the credit card company converts the expense to US Dollars for you. This is the most convenient and accurate method
- On-site Exchange Rate – If you exchanged US dollars to foreign currency while traveling, the exchange rate listed on your currency exchange receipt can be used to convert all expenses on the trip, regardless of daily exchange rate fluctuations during your trip.
- Online Rate – You can use the online currency converter at www.oanda.com.

Traveling with other UNL employees:

If you share expenses with another UNL employee, these reimbursement vouchers must be submitted to accounting together to cross-reference. Please be aware that this may delay or lengthen your reimbursement time.

Travel time references:

TRIP DATE/ TIME		
Air Flight Travel	Start of Trip	Time left for airport
	End of Trip	Time returned to home from airport

Refer to the chart below to determine which meals are reimbursable and the allowable GSA percentage for meals when not in travel status for a full day.

TRIP LENGTH	BREAKFAST	LUNCH	DINNER
First & Last Day of a Multi-Day Trip	Yes, if departure is prior to 6:30 a.m. or return is after 10:00 a.m.	Yes, if departure is prior to 11:00 a.m. or return is after 2:00 p.m.	Yes, if departure is prior to 5:00 p.m. or return is after 7:00 p.m.