



# Know BEFORE YOU GO

## International Travel

Expenses submitted more than **60 calendar days** after completion of the trip or event, if reimbursed, are taxable income per the IRS.



### TRAVEL AUTHORIZATIONS

An authorization to travel is required to be submitted by employees traveling more than fifty miles outside of Georgia. The authorization must be submitted prior to travel. International travel requires approval from the UGA Office of Global Engagement. International travelers are required to register their itineraries at <http://oie.uga.edu/international-travel-authority/> for risk management and export control purposes.



### SUBMITTING RECEIPTS

Employees must submit receipts for the following expenses:

- Lodging, with an itemized breakdown of costs such as room charge, parking, WIFI, laundry, etc.
- Airline or railroad fares
- Rental of motor vehicles
- Registration fees
- Visa/passport fees
- All single expenditures of \$25 or greater



### PER DIEM FOR INTERNATIONAL TRAVEL

- Use Department of State rates on GSA site at <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Travelers are only allowed 75% of per diem rate on first and last day of travel



### LODGING

- Online booking services, such as AirBnB, VRBO, Home Away, and other similar type service providers are allowed for international travel.



### RENTAL CAR

- Travel anywhere outside of Georgia must use Hertz.



### AIRFARE

- Business Class is allowable for international flights.
- If flying on federal funds, comply with Fly America Act.
- Delta One class airfare is not allowed.

