

FOREIGN TRAVEL POLICIES & PROCEDURES

Below, you will find the documents required for Foreign Travel. These forms **MUST** be directed to the **President's Office 45 DAYS PRIOR to the trip.**

- F3.32 Request to Travel at University Expense:
 - Completed form with approval signatures of Department Chair, Dean, Vice President, and President.

- Foreign Travel Request and Release of Liability: "Texas State University System Request for Chairman of the Board of Regents Approval and Release of Liability and Assumption of Risk for System Employees Traveling to Foreign Countries Using State Appropriated Funds".
 - The Lamar University President approves the foreign travel on this form.
 - The Board of Regents approval is *only* needed when charging travel expenses to a State account.

- Itinerary

ALL RECEIPTS MUST be attached to the travel voucher in order to be reimbursed for Foreign Travel expenses. Also, the charges claimed on the voucher *must be converted to U.S. dollars, and the exchange rate must be noted on the travel voucher*. A copy of the exchange receipt of US dollars to the foreign currency should be used for the converted rate. Or, print-screens from an internet website may be used to help with the conversion. However, the print-screens **MUST** state the conversion rate for *the dates the traveler was in the foreign country*. Examples of the internet websites available to help with this conversion are www.oanda.com/convert/fxhistory , www.federalreserve.gov/releases/h10/hist , or <http://www.ozforex.com/> . These websites have history areas that will show the exchange rate, or an average exchange rate, for the dates traveled.

ORGANIZED, LEGIBLE BACKUP MUST ACCOMPANY THE TRAVEL VOUCHER. AN ITEMIZED, PER DAY LIST OF EACH EXPENSE WITH ITS CONVERTED AMOUNT WRITTEN NEXT TO IT IS REQUIRED.

*** If charging foreign travel expenses to a Grant Account, the traveler **MUST** review and adhere to the Grant's travel regulations. All grant account travel vouchers must be approved by the Director of Contracts and Grants.