This Guide has been prepared in an effort to assist University of Kansas researchers traveling outside of the United States to locations where standard travel policies and practices are often not practicable. These locations can be, but are not limited to: underdeveloped countries, extreme geographical locations such as rural areas, woodlands, forests or other locations distant from settled or populated areas. The following topics may or may not always apply to your travel destination but please consider these situations while planning your travel. Contact KU Research Accounting Services, Post-Award Services (PAS), or the Office of Research Administration for assistance if you have any questions regarding the purpose of this guide.

Good Luck With Your Research and Have a Safe Trip!

## PREPARING FOR YOUR TRIP

### KUCR TRAVEL POLICY
If your travel is funded through accounts managed by the KU Center for Research, Inc. (KUCR), review and become familiar with the KUCR Travel Policy prior to your travel

http://research.ku.edu/international_travel_KUCR_guides

If your travel is funded with State of Kansas funds, please follow procedures as instructed per the University of Kansas Comptroller’s Office:

http://procurement.ku.edu/travel-information

### TRAVEL AUTHORIZATION
University regulations require a travel authorization for any university employee and students traveling on official University of Kansas business regardless of funding source.

http://procurement.ku.edu/travel-information

You must complete the required documentation with your departmental business office prior to a reimbursement or cash advance. Contact your KU Research Post Award Team with any questions regarding travel on your sponsored project, i.e. budgetary and sponsor preauthorization.

http://procurement.ku.edu/travel-information

### BE SURE YOU HAVE AN APPROVED TRAVEL BUDGET
For travel funded by sponsored research funds please contact your RGS Post Award Services Team to be sure that your research project has the proper budgetary requirements in place prior to making any travel arrangements. [http://research.ku.edu/Team_Assignments_Pre_Award_Post_Award](http://research.ku.edu/Team_Assignments_Pre_Award_Post_Award)

### US STATE DEPARTMENT TRAVEL WARNINGS
Is your destination to a country on the travel warning list? You may need to complete a waiver form. See KU Policy on Travel to Dangerous Locations

Undergraduate students are not authorized to travel to locations listed on the US State Department List of Travel Warning countries.

http://international.ku.edu/studenttravel

http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html
TRAVEL INSURANCE
Emergency Evacuation and Repatriation Insurance and Business Travel Accident Policies managed by the Human Resources and Equal Opportunity office (HREO) will cover all faculty, staff and student employees traveling on University business (up to seven days before and after the scheduled end of the travel) for University business. Please visit the KU website regarding travel insurance details: http://www.hreo.ku.edu/files/documents/BTA_memo.pdf If you are traveling with colleagues or collaborators that are not University of Kansas employees, please ensure they have obtained this important insurance.

THE “FLY AMERICA ACT”
Airfares to international locations on federal and federal flow-through sponsored funds must be purchased according to conditions of the Fly America Act: http://www.tvlon.com/resources/FlyAct.html

Please contact your KU Research PAS Team to find out if your award requires compliance with this regulation. http://research.ku.edu/Team_Assignments_Pre_Award_Post_Award Link to Fly America Waiver Checklist http://research.ku.edu/travelExpenseReports.

CASH ADVANCES
Cash advance requests require approved travel authorization and must be approved by your department approver a minimum ten business days prior to payment to be issued in time for your departure. Please provide a budget for your trip. Airfares, lodging and registrations should be purchased whenever possible with your KUCR issued Pcard. Contact: rgsaccounting@ku.edu or go to http://research.ku.edu/sites/research.ku.edu/files/docs/Cash_Advance_Form_KUCR_0.pdf for information regarding a cash advance.

PROCUREMENT CARD
If you do not have a procurement card (credit card), please contact: kucrcard@ku.edu. This card can be used to purchase airfares, pay for registrations, etc. If you have a need for using the procurement card while outside of the United States, please be sure KUCR is aware of your needs as soon as possible. Please allow 30 days to receive your card and to obtain the required training. This training is mandatory prior to activation of the card.

PREPAYMENT FOR IN-COUNTRY EXPENSES
For large groups, it may be possible to prepay expenses such as hotel/lodging, in-country travel, entry fees, etc. Or, if your research will require foreign government issued permits, licenses or submission of fees for the use of facilities, grounds, etc., please supply the required information necessary for application and payment for these required permits to Accounting Services or contact: rgsaccounting@ku.edu

SHIPPING OR HAND CARRYING University tangible items, software or technology
If you will ship or take any University equipment, supplies materials, tools software, technical data with you abroad, or if you will transfer any software or technical data from KU to a foreign country before or during your travel, your transactions may be subject to U.S. export controls. This is true even if you are the only user of the item, software, or technology and you will not leave any item abroad. For more information contact Susan MacNally, Export Control Officer/ Direct, Research Integrity, 785-864-4198 sumac@ku.edu

PAYMENT FOR EMPLOYEE SERVICES
If your research will require employment of an individual located outside of the United States please adhere to the University policy regarding such services at the University’s Policy Library: Obtaining Services of Foreign Nationals in Countries Outside of the United States https://documents.ku.edu/policies/provost/ForeignNationals.htm
If you require the professional services of an individual on a contractual basis outside of the scope of the above mentioned policy, please have the individual complete the University of Kansas Contractual Services form or prepare a document describing the required services. The document must include verification of the location of services. If the services are limited to local service trades such as guides, drivers, etc., obtain a signed receipt with the name and general location of the individual and dollar amount paid to that individual. Please ensure the information is legible.

PARTICIPANT EXPECTATIONS
It is recommended that you provide a prepared statement on expected conditions and expectations for participants of your research group regarding accommodations, health and safety concerns, communication, food and budgetary limitations.

FOREIGN CURRENCY
When reporting your travel costs, please provide US dollar equivalents for each receipt in foreign currency. If you have a receipt indicating a particular rate of exchange, please submit with your expense report. If not, use the foreign currency rate provided by an established company or bank. The following website is a good source and has a currency converter: http://www.oanda.com/currency/converter/. This site also has a tool for listing your expenses and the tool will convert the amounts for you in an excel report. An excel report is very convenient and helpful for our audit staff when reviewing your claim. Perhaps using the OANDA or similar expense reporting tool can assist you with this. Or feel free to provide your own spreadsheet. The excel spreadsheet can be sent to: rgsaccounting@ku.edu.

REPORTING YOUR EXPENSES

DOCUMENTATION
Please review and become familiar with the KUCR Travel Policy prior to your travel. http://research.ku.edu/travel_policies_purpose_goals_responsibilities International Travel Expense Reports must have a daily itinerary that documents your business days and any personal days. Use this itinerary or log to collect and maintain detailed records of your expenses while you are traveling so your records can be as accurate as possible. Please include with your expense report. Using a PDA or laptop to record these expenses while traveling can be helpful. From your expense report and spreadsheet, we will be able to determine that the expenses you are claiming are reasonable, applicable and allowable if clear and accurate documentation is provided. In order to make these determinations, we will need to know:

What the expense is: hotel, car rental, taxi, etc. (please translate to English);
Why the expense was incurred: lodging for who, how many nights, purpose, etc.;
When the expense was incurred: A chronological listing of your expenses;
Where the expense was incurred: especially if your travel involves multiple locations;
Who was involved with this expense: Was it just for the traveler, colleagues, students, etc. Please list the names of any individuals involved regarding this expense.

Receipts are required for any expense $50 or more for the following expenses (not inclusive):
LODGING, CAR RENTALS, FEES FOR SERVICES, REGISTRATIONS, TRANSPORTATION (AIR, BUS, BOAT, FERRY, TAXI, etc.), SUPPLIES/OTHER
If you do not have a receipt for any of these expenses and are claiming reimbursement, it is imperative you document why you do not have a receipt! Detail on your log must include: purpose, amount, vendor, location, and date(s) of expense(s). It is possible you may be reimbursed for these expenses provided the expense is reasonable, applicable and allowable.

A KUCR Travel Expense Report must be submitted within 30 days upon your return. http://research.ku.edu/travel_expense_reports.

PER DIEM
KUCR has one per diem rate for domestic travel and one rate for any location outside of the U.S. It is not a rate according to country nor is it the Federal per diem rate. Please review the KUCR travel policy for current rates. http://research.ku.edu/travel_expense_reports. KUCR will approve reduced per diem rate if the Per Diem Exceptions Policy has been followed. http://research.ku.edu/travel_expense_reports. If you use a lower per diem rate than the KUCR published per diem rate please document how the rate was calculated. This rate must be used consistently throughout your entire trip for all individuals involved. If you obtain funds for intended use by other individuals in your travel party such as graduate research assistants, non-KU collaborators or colleagues for their specific use, please obtain a signed receipt indicating the name of the recipient, amount and date.

SUPPLIES (CONSUMABLE ITEMS)
If your research required the purchase of any consumable supplies please thoroughly document the purpose for the purchase of these supplies and how these supplies are used throughout your project while in travel status.

EXPORT CONTROL
Because you, as an individual, and University of Kansas/KU Center for Research, Inc. can be held liable for improperly transferring controlled items, software or technology it is important that you review federal requirements regarding Export Control. For more information and direction please contact contact Susan MacNally, University Export Control Officer, Director, Research Integrity, (785) 864-4148, sumac@ku.edu.

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Centers for Disease Control and Prevention (CDC)  
http://wwwnc.cdc.gov/travel/

University of Kansas Comptroller’s Office  
Travel Insurance (for university employees). Required for travel insurance and reimbursement of expenses  
http://www.hreo.ku.edu/benefits_pay/benefits_info/travel_insurance.

CONTACT INFORMATION:  
If you have any questions regarding this guide or need clarification do not hesitate to send a question to:  
rgsaccounting@ku.edu.

   John Luther, Controller, Financial Services ..........................(785) 864-7427  
   Anita Abel, Asst. Director Research Admin. ..............................(785) 864-6841  
   Susan MacNally, Export Control Officer .................................(785) 864-4148