

2357 TRAVEL AND ENTERTAINMENT REIMBURSEMENT POLICY- INTERNATIONAL TRAVEL

RESP. OFFICE: PURCHASING SERVICES
APPROVAL: DIRECTOR OF PURCHASING
EFFECTIVE: JULY 1, 2010,
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PURPOSE

To provide travel guidelines with regard to international travel.

Other policies are provided for specific travel and entertainment (T&E) topics in the policy number series 2351 through 2370 and are listed at 2351.1 Travel and Entertainment Reimbursement- Detail Listing.

SCOPE

The T&E policies and procedures apply to all individuals, including employees, students, and non-employees, traveling and entertaining on behalf of the University and seeking reimbursement for related expenses from the University regardless of the funding source.

TRAVELER AND ENTERTAINER RESPONSIBILITY

It is the responsibility of Penn travelers to know the entry requirements of their destination and to obtain the necessary passports, visas and travel advisories in order to travel safely and prudently.

RESPONSIBILITY OF APPROVERS

The TAC (Transaction Authorization Card) holder assists the travelers and entertainers, as well as their higher level approver, when applicable, with understanding and complying with the process outlined below and ensures that all documentation requirements have been met prior to submission of reimbursement requests to the central processing organization.

DEFINITION OF INTERNATIONAL TRAVEL

International travel includes destinations outside the United States, its possessions and territories. For travel coding purposes Canada is now considered domestic.

POLICY

The mode of air travel is expected to be the least costly option consistent with the itinerary and particular University business involved.

- 1) For information on airline class of service, see policy 2355 Air Travel.
- 2) When traveling internationally on federally sponsored projects, a United States flag carrier must be used. For specific federal guidelines on this issue, click here on the [Fly America Act \(Federal Travel Regulations, §Part 301-10\)](#) for details.
 - a) Some federal sponsors require approval for foreign travel 90 days in advance of the trip, even if the travel was approved in the proposal. Principal Investigators are expected to review all their award notices carefully to determine if such prior approval is required.
- 3) When renting a car internationally, University employees are authorized to accept the loss damage waiver (LDW) and the supplemental liability coverage. These costs are considered legitimate and reimbursable expenses when traveling in Canada and other foreign countries.
 - a) Any purchase of a vehicle internationally in conjunction with a long term project requires immediate notification to the Risk Management department.
- 4) Travelers are expected to obtain visas necessary for international travel in a timely manner. CIBT is a Penn authorized visa service. Click on [CIBT](#) for details.
- 5) When traveling internationally Penn faculty, staff and students are expected to register their trip in Penn's Global Activities Registry so that Penn can provide assistance, as needed, when situations arise. Here is the link - <http://www.upenn.edu/globalactivities>
- 6) Penn travelers are expected to be familiar with the latest travel advisories issued by the State Department for the destinations to which they anticipate traveling. Travel advisories can be obtained from the [State Department's](#) home page.
- 7) Similar health advisories can be obtained by contacting the Center for Disease Control at (404) 332-4559 or the [CDC's home page](#).
- 8) Penn provides medical and evacuation assistance through International SOS Assistance to Penn travelers. This coverage is not medical insurance.
 - a) In the event that Penn travelers require assistance in securing medical attention or medical evacuation or they need a hospital deposit or payment guarantee, they are instructed to call **International SOS Assistance** at 800.523.6586 or 215.245.4707 or access their website at <http://www.purchasing.upenn.edu/travelSite/travel/international-travel/international-sos.php>
 - b) They must identify themselves as faculty, staff or students of the University of Pennsylvania and advise them that the Scholastic Group Membership is 11BSGC000012. Risk Management should be contacted as well at 215.898.4327.
 - c) International SOS Assistance cards can be obtained by contacting the Travel Administrator.

- 9) The Travel Medicine and Immunization Department at the University of Pennsylvania Medical Center serves people traveling abroad by providing one-on-one counseling and immunizations. For information contact:

Travel Medicine and Immunization Program
Department of Emergency Medicine
University of Pennsylvania Hospital
Ground Floor, Silverstein
3400 Spruce Street
Philadelphia, PA 19104
(215) 662-2427 or Penn Health at 1-800-789-PENN <http://pennhealth.com/travelmedicine/>

[Click here](#) for Chapter 4 in the Procedure Manual. How to Complete a T&E Reimbursement (C-1) form.