

Foreign Travel Reminders:

Units may have special approval requirements for foreign travel. Please check with your administrative officer as soon as foreign travel is anticipated.

A foreign destination may require a visa or an up-to-date vaccination record. For assistance, contact Gerri Thompson at Gerri.Thompson@cibt.com or by phone 202-337-2442, extension 35266.

Most countries require that a visiting traveler have a passport with an expiration date valid for at least 6 months after the end of the trip. A traveler not meeting this requirement may be denied boarding at the departure airport.

Travel sponsored by a foreign government or for profit entity requires a properly completed OGC Form 2 prior to travel authorization approval. Please allow at least 2 weeks to complete this step.

Travel to and from the US to a foreign destination will usually require the use of a US Flag carrier. Use of a non-US carrier must be discussed with travel and documented on an OCON 700 form.

Lodging taxes are included in the per diem lodging limit and should not be entered as a separate expense.

Foreign per diems include an allowance for laundry.

Properly completed OCON 501 Field Expense forms are required for all field expenses expected to exceed \$500.

If a receipt cannot be obtained for expenses in a remote area, the traveler should keep a journal indicating the date, type of expense, vendor and amount. Journal records can be used in lieu of receipts if necessary.

Charges in a foreign currency need to be converted to US dollars. Please show the conversion rate used on the receipts attached to a voucher. Alternatively, a traveler's government travel card bill may be used to show the US dollar amounts (be sure to mask the credit card account number).

Helpful Links and Resources:

Smithsonian Global Assistance (SOS)

<https://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BCPS000166>

Smart Traveler Enrollment Program (STEP)

<https://step.state.gov/step/>

SAO Travel

<https://www.cfa.harvard.edu/tr/>

<https://www.cfa.harvard.edu/tr/guide/>

Smithsonian Travel Forms

<http://prism2.si.edu/Support/Travel/Pages/TravelForms-Docs.aspx>

Please contact SAO Travel with any questions at tr@cfa.harvard.edu or 617-495-7220.