

## Foreign Travel Fact Sheet

### Definition:

There are three categories of travel in the federal government which are:

- CONUS travel. Travel in the 48 contiguous states of the United States. Per Diem rates are set by GSA. Lodging taxes must be recorded in Non-mileage Expenses. Air travel must normally be by the GSA contract city-pair carrier
- OCONUS travel. Travel to Alaska, Hawaii, a US territory or possession. Per Diem rates are set by the Department of Defense. Lodging taxes must be recorded in Non-Mileage Expenses.
- FOREIGN travel. Travel outside of the CONUS or OCONUS locations. Per Diem rates are set by the Department of State. **Lodging taxes are included in the per diem lodging limit and must not be recorded separately in Non-mileage Expenses.**

### Foreign Travel Reminders:

- Lodging taxes are included in the per diem lodging limit and should not be entered in Non-mileage expenses
- Foreign per diems include an allowance for laundry so laundry cannot be charged as a Non-mileage expense item
- Most countries require that a visiting traveler have a passport with an expiration date more than 6 months after the end of the trip. A traveler not meeting this requirement may be denied boarding at the departure airport
- Travel to and from the US to a foreign destination will most likely require the use of a US Flag airline. Call the Help Desk at 633-8600 before making a reservation on a non-US carrier. Use of a non-US carrier must be documented on an SI-3345 form.
- A foreign destination may require a visa or an up-to-date vaccination record. Contact Francine Berkowitz in the Smithsonian International Center for assistance
- Travel sponsored by a foreign government or governmental entity requires a properly completed "OGC Travel Authorization Clearance" form prior to travel authorization approval. Please allow at least 2 weeks to complete this step. See the form for processing details
- Units may have special approval requirements for foreign travel. Please check with your administrative officer as soon as foreign travel is anticipated
- 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
- When air travel to a foreign destination is entered in Other Transportation and the travel is overnight (e.g. leave Dulles at 6:00 pm arrive London at 6:00 am the next day), adjust the itinerary information in the Trip Dates screen to show the arrival date at the TDY location as the day after departure. Contact the Help Desk for assistance.
- 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, you can include a portion of the traveler's government travel card bill showing the US dollar amounts (be sure to mask the credit card account number)

**Call SAO Travel 617-495-7220 or 617-496-7844 for assistance**