

STAFF CHECKLIST FOR INTERNATIONAL TRAVEL

You can limit your out of pocket costs by having the following expenses charged to the department credit card:

- Airfare
- Conference/Event Registration fee

At least 20 days before travel: go to <https://ibp.nmsu.edu> and create an account (if you have not done so before). Fill out the form (<https://ibp.nmsu.edu/files/2018/10/FACULTY-STAFF-FORM-v10-23-18.pdf>) and submit.

You will need an estimate of all travel costs as well as indices, funds and accounts to bill these to (see office for this information). See below for links to get an idea of Per Diem and Lodging allowances.

I will need a copy of the signed document before any travel claims can be submitted (IBP will let you know when it's signed)

If you are traveling to a country with a travel advisory (http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html) then you need to fill out the following 2 documents in addition to the first:

<https://af.nmsu.edu/wp-content/uploads/sites/4/2014/01/IP-International-Travel-Agreement-Faculty-And-Staff.pdf>

<https://af.nmsu.edu/wp-content/uploads/sites/4/2014/01/IP-Travel-Warning-Faculty-And-Staff.pdf>

When submitting paperwork for reimbursement, please provide the following (all receipts must state method of payment, if credit card, must list last four digits)

- Airfare receipt (or itinerary if not requesting reimbursement)
- Dates of eventual personal time (you are entitled to 4 extra travel days to get to and from conference or event – 2 each way. Extra time will have to be claimed as personal time, no lodging, meal or parking allowance for these. These personal days are quite difficult to justify to accounts payable, so office will need a justification for the reimbursement claim)
- Original Airport parking ticket
- Car rental receipt
- Shuttle receipt
- Meals receipts if not claiming per diem (NO ALCOHOL) (per diem rates: https://aoprals.state.gov/web920/per_diem.asp)
- Hotel receipt (conference hotel or alternate hotel?) (max. allowance: https://aoprals.state.gov/web920/per_diem.)
- Registration/Event receipt
- Conference announcement or invitation with event dates
- Other claims (posters/supplies etc.)