



Field Study/International Travel Reminders from BSU Travel

1. Timelines:

After reviewing the [University Travel Policy](#), please submit your itemized, best estimate Pre-Approval request, and send the Travel Department any payment requests or students lists (where applicable), as soon as reasonably possible to allow adequate time for approvals and time to make travel arrangements/payments. As well, any contract or purchase agreement which includes terms and conditions must be reviewed and approved by General Counsel prior to our processing a payment.

Review and approval of field studies or international travel is typically a longer process due to the larger amounts and greater intricacies involved.

2. Expenses:

- a. Please attempt to prepay for as many expenses as possible, either with personal or University funds (through the Travel Department). This includes items such as airfare, hotels, other transportation (train/ferry), and excursions/tours.
- b. Payments to Service Providers — Individuals functioning as interpreters, guides, etc. should be paid directly through Accounts Payable regardless of any tax consequence to the individual. Seek out other vendors if necessary. Individual services provided which exceed \$1,000 must have a fully-executed contract between the traveler and the provider. Please contact the Office of General Counsel for current contract templates.
- c. Per diem can only be included for the traveler requesting the cash advance and the students traveling on the field study, dependent on the length of the trip. Other faculty need to request their per diem on an expense report.
- d. Group meals are allowable; travelers cannot claim actual meal expenses and per diem for the same period.
- e. Currency conversion sheets- submit with receipts for the date of purchase for each expense.
- f. Tips — Reasonable tips for transportation providers, guides, etc. can be included on the Missing Receipts Form if no receipt is available from the provider.
- g. Attempt to obtain receipts when possible. Submit a completed [Missing Receipts Form](#) only if a receipt is not obtainable (if a receipt was not given at the time of purchase or was lost, attempt to obtain one from the vendor). In instances where the payment is for a tour guide, transportation provider, etc., the provider will complete and sign the form as the Requestor, providing all contact information in the applicable fields on the form. All Missing Receipt Forms must be signed by the traveler and the supervisor.
- h. If submitting a spreadsheet containing itemized expenses with an expense report, please ensure the itemized breakouts match the expense type totals in the travel module.

3. Cash Advances:

The [Request & Justification for Cash Advance Form](#) should be thoroughly completed with any advance request, with detailed breakouts comprising the requested amount.

The cash advance limit is defined in the [University Travel Policy](#). If requesting an exception to the threshold, please provide a detailed explanation with itemized amounts to support the request. The destination of travel will also influence decisions by the Travel Department (cash-based societies vs. industrialized, etc.). An expense on the advance request which appears to be one that can be prepaid for will be questioned, so please provide the rationale for requesting such expenses on the [Request & Justification for Cash Advance Form](#) to avoid any delays.

Cash Advances are to be reconciled within 30 days of the date of return from the trip, as stated on the Request and Justification for Cash Advance form. After 30 days, a weekly email will be sent to the traveler requesting reconciliation. The cash advance is not considered cleared until the expense report is approved and any receipts or unused funds are remitted to the Travel Department.