International Travel
Travel vs Custodial Funds

October 24, 2013
Expense Classification

Separate travel and non-travel expenses

- Travel expenses paid via Travel@IU
- Non-Travel expenses
  - Less than $300 paid as out of pocket on a DV
  - Greater than $300 contact Bryan Keleher at keleherb@iu.edu
Travel Expenses

- Lodging
- Air Transportation
- Ground Transportation
- Parking
- Per Diem
- Conference Registration
- Immunizations
- Passport/Visa
Non-Travel Expenses

- Phones/phone cards
- Equipment
- Supplies/books
- Photocopies
- Payments for services performed
- Shipping charges (except those related to visa/passport purchases)
Travel Advance

• Individual Travel:
  • Limited to 80% of the estimated lodging and per diem (or a lesser amount determined by the fiscal officer)

• Student Group Travel:
  • Limited to 80% of the estimated group expenses including lodging, per diem, transportation, etc. (or a lesser amount determined by the fiscal officer)
Custodial Funds

- **Payment Reason:** Payments for services and supplies are not reimbursable travel expenses
- **Payment Method:** Vendor cannot accept checks, wires, or foreign drafts (systematic or unknown vendor)
Misc Notes

• Custodial Funds cannot be substituted for travel reimbursement
• Contracts are still required for payments made by Custodial Funds
• Custodial Funds and Travel Advances require the same lead time
Questions?