



**Reimbursements,
General Travel and
International Travel Rules
...oh my!**



Helpful Hints

Reimbursements:

- Get itemized receipts showing method of payment
- Turn in receipts as soon as possible – ideally within 30 days of expense – to avoid getting taxed
- Make use of the SILLC Credit Card to avoid “out of pocket expenses”
- Insurance on rental cars is not reimbursable
- Tips on meals that exceed 20% of the bill and alcoholic beverages are not reimbursable
- Do not alter receipts (e.g. highlighting, taping, crossing-out) – If you are only being reimbursed for part of a receipt, attach a note for SILLC
- For any non-travel reimbursements, use the **SILLC Employee Reimbursement Form (Attachment B)**. *Reimbursements will not be processed by SILLC team without this form.*



Helpful Hints

Travel:

- **SILLC Travel Authorization Form (Attachment A)** for international travel must be turned in to SILLC team 45 days before travel
- **SILLC Travel Authorization Form (Attachment A)** for any travel must be turned in prior to travel to ensure reimbursement, if any, will be approved and that you are covered under the university's travel insurance policy
- Export is defined by the University as sending or *taking* an article outside the U.S. in any manner; disclosing through visual, oral, email, fax, or other means, any export-controlled technical data or information...
- Export control implications for your international travel depends on... what you take, with whom you associate or do business and the country you are traveling to.
- Traveling to certain areas in Mexico is now limited to Department Heads and Unit Directors



International Travel...

What do I need to know?

Includes, but is not limited to, travel in the course and scope of UA employment and travel within the scope of a UA sponsored research grant or contract...

Laptop computers and other equipment (UA owned) – *For ALL destinations outside the U.S.*, software; information (data, technology, schematics, etc.); and equipment (including laptops, cell phones, etc.); or service (including gratis conference presentation) should be vetted prior to travel for possible export control issues. Generally, laptops and other devices that contain only Operating Software, Web Browsers, and Software such as Microsoft Office and Adobe have no export control license restrictions unless travel is to a restricted/embargoed country. A federally-issued export license or documented license exception may be needed prior to travel outside the U.S., depending on the proposed destination, equipment or materials to be taken to or from the foreign locale, the nature of the project or activity associated with the travel, and individuals and organizations to be contacted.

Travel warning areas – the following conditions will result in designation of a country or region as a Travel Warning Area:

- Current Travel Warning issued by the US State Department (<http://travel.state.gov/>)
- Current Travel Health Warning issued by the US Centers for Disease Control (<http://wwwnc.cdc.gov/travel/notices.aspx>)
- Designation of any country or region as restricted for UA travel by the Office of the Provost, based on recommendation from the university's International Travel Safety Oversight Committee (ITSOC)

If traveling to a travel warning area (as defined above) a **Supplemental Travel Authorization Form (Attachment C)** must be completed as well as the **Assumption of Risk and Release Form (Attachment D)**. In addition, travelers – especially those traveling to Mexico – are strongly encouraged to register with the U.S. Department of State's Smart Traveler Enrollment Program (STEP). This free system allows Embassy staff to rapidly locate and contact travelers in the event of an emergency situation in the area

being visited. (<https://travelregistration.state.gov/ibrs/ui/>)

International Travel Registration and Resource Portal (<http://ua-risk.terradotta.com/>) –

If you are traveling internationally, you are now also required to submit itinerary information and complete a brief compliance questionnaire at this online portal - Login requires a NetID.

This site includes links to a variety of information sources for travelers, and will provide a centrally managed database of information that can be used to rapidly locate and communicate with UA travelers if an emergency situation arises anywhere in the world. The compliance questionnaire will serve as a screening tool to determine if the travel activity will trigger any regulatory compliance concerns that need to be addressed before departure.



All SILLC forms can be found on the SILLC website under “Resources”. Make sure you have the most recent version by visiting...
(www.humanities.arizona.edu/sillc/resources)

School of International Languages, Literatures and Cultures (SILLC)

Travel Authorization Form

Traveler Name: _____ Department: _____

Employee ID: _____

Type of Travel: In-state _____ Out-of-state _____ Foreign _____

Purpose of Travel: _____

Travel Dates: _____ / _____ / _____ - _____ / _____ / _____

*Destination City, State: _____ City, State Returning From: _____

Mode of transportation: Commercial Air _____ Personal Vehicle _____ Other _____
 Rental Vehicle _____ University Vehicle _____

Check box if you are traveling to a Travel Warning Country: **

*If multiple destinations, travel itinerary MUST accompany form.
 **If box is checked Travel Authorization Form MUST be accompanied by *Travel Supplemental Authorization Form for Travel Warning Areas*.

Estimated Travel Expenses:

	REQUESTED
Transportation:	\$ _____
Meals/Per Diem:	\$ _____
Lodging:	\$ _____
Conference Registration:	\$ _____
Total:	\$ _____

TOTAL APPROVED:

\$ _____

Source(s) of Funding:

_____ Department

_____ R&T

_____ Faculty Fellows

_____ Other (please specify): _____

Class coverage:

Is class coverage needed? Yes _____ No _____ *If 'Yes' complete information below:*

Course Number (i.e. FREN 123)	Days (i.e. MWF)	Time (i.e. 2-3:15)	Covered by (Name)
_____	_____	_____	_____
_____	_____	_____	_____

Traveler Signature

Date

Department/Program Head Signature

Date

School of International Languages, Literatures and Cultures (SILLC) Employee Reimbursement Form

Employee Name: _____	Department: _____
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Vendor	Description/Business Purpose	Amount

For food/restaurant receipts, please list attendees below. If you need more space, please use the back of the form.

Source(s) of Funding:

Department: \$ _____

Research & Travel: \$ _____

Faculty Fellows: \$ _____

Other (please specify): \$ _____

TOTAL :

\$ _____

Department Head Approval



SUPPLEMENTAL TRAVEL AUTHORIZATION FORM FOR TRAVEL WARNING AREAS

Travel Authorization Number _____ Traveler Name _____

Traveler Department _____ UA NetID _____

Travel Dates _____ Destination(s) _____

NOTE: This form must be submitted with a completed Travel Authorization form for travel to countries with a [US State Dept. Travel Warning](#).

This information is reviewed by the International Travel Safety Oversight Committee (ITSOC), which makes a recommendation to the Provost for final decision. To allow sufficient time for committee review, submit this form at least 30 days in advance of departure.

1.) Total number of travelers on this trip? Please enter the number of people in the field selected:

Faculty/staff: _____ Graduate students: _____ Undergraduates: _____ Volunteers _____ Others _____

2.) Traveling with other non-UA persons? (Y/N) _____ If yes, please attach list of individuals traveling.

3.) Describe all modes of in-country transportation to be used

4.) Describe all lodging to be used:

5.) Describe in-country resources and contacts you will have available:

6.) Travel Warnings often highlight certain areas in a country as being more hazardous than others. Describe your travel plan within the country (staying in cities, visiting remote regions, cross-country travel, travel at night), and your anticipated proximity to areas identified in the Travel Warning as being hazardous

7.) Describe any local police or security arrangements planned during your travel:

8.) Do you have prior experience in the country/region to be visited? Please indicate below:

Native (Y/N) ___ Lived/Worked (Y/N) ___ How long? _____ Prior trips (Y/N)? ___ How many? _____

9.) Describe your language proficiency level for the country/region to be visited (please place an “x” next to the level that best describes your language proficiency):

None _____ Enough to get by _____ Fluent _____

10.) Justification – Provide a brief statement explaining why travel to this Travel Warning location must take place and why you cannot accomplish your work in an alternate location:

ACKNOWLEDGEMENT OF POLICY COMPLIANCE

1. A Travel Authorization Form has been completed and submitted to the Financial Services Office.

_____ Initial here to indicate the Travel Authorization form is completed.

2. In addition to Travel Authorization, online registration of your travel itinerary is required. This makes it possible for the UA to quickly locate and communicate with travelers in the event of an emergency abroad. The registration site is at: <http://ua-risk.terradotta.com/>. Registration is also recommended with the US State Department’s Smart Traveler Enrollment Program (STEP), which can be found at: <https://step.state.gov/step/>.

_____ Initial here to indicate that online itinerary registration is complete.

3. The U.S. State Department maintains a list of country-specific Travel Warnings, Alerts and country-specific guidance for travelers, available at: <http://travel.state.gov/>. UA travelers are required to read applicable Travel Warnings for their planned destination in advance.

_____ Initial here to indicate that you have reviewed the applicable Travel Warning.

4. UA faculty, staff, and students cannot be required to travel to a Travel Warning Area. By initialing below, the traveler is confirming that the proposed travel and/or program participation is voluntary, and that they understand the risks described herein and elsewhere.

_____ Initial here to indicate that you plan to visit a Travel Warning Area voluntarily.

RISK NOTIFICATION STATEMENT

International travel involves risks that are often beyond the control of the traveler or UA. Please review the following statements and initial below:

- In the event of an emergency, the UA may require travelers to temporarily suspend operations, re-locate, or return to the U.S. until it is safe to return to the area.
- The US Embassy nearest your destination may temporarily close or suspend public services for security reasons, and may be limited in their ability to provide emergency assistance.
- If there is a need to evacuate the country, flights may be suspended, and other emergency evacuation or shelter in place options may be limited or non-existent.
- Access to hospitals, emergency medical care and medications may be limited or non-existent;
- Should you experience difficulties, the University of Arizona, associated insurance companies, and emergency service providers may not be able to provide emergency assistance to you.
- Travel to a Travel Warning Area has inherent risks, which may include exposure to natural disaster, illness, disease, terrorism, kidnapping, crime, civil unrest, and violence resulting in physical and/or mental injury or death. These risks can never be completely eliminated.
- There may be additional health, safety, and security factors that are not known and have not been brought to your attention by the University of Arizona.

_____ Initial here to indicate that you have read and understand the Risk Notification Statement.

5. For UA Student and Volunteer Travel Only – The Assumption of Risk and Release Form for Student Travel to Countries under US State Dept. Travel Warnings must be signed and submitted with this Supplemental Travel Authorization Form. Students and volunteers under the age of 18 are prohibited from participating in university travel to Travel Warning areas.

_____ Initial here to indicate that the Assumption of Risk and Release Form has been completed and that all travelers are at least 18 years of age (only applicable to students and volunteers).

REQUIRED SIGNATURES

Traveler Signature: _____

Traveler Printed Name: _____ Date _____

Department Head or Advisor Approval:

I am familiar with this proposed travel and activity, and I concur with the information and justification provided on this form. For student travel, I agree that this travel is necessary to accomplish the academic and research goals of the student traveler.

Student travelers: Faculty Advisor Approval _____ Date _____

Faculty, staff, and volunteers traveling for a UA business purpose:

Department Head Approval _____ Date _____

Please forward completed form to: FSO-Operations, Travel Office, PO BOX 210158, USB 402



Student and Volunteer Travel to Countries under US State Department Travel Warnings

ASSUMPTION OF RISK AND RELEASE

Name: _____
Last First Middle Name/Initial

Student or Volunteer ID #: _____ Date of Birth: _____

Cities and Countries to be Visited and Expected Dates of Travel for Each Destination:

Name of Academic Program and Faculty Sponsor for Trip:

By signing this document, I agree to the following:

1. Risk of Travel Abroad: I have carefully read and understand the applicable Travel Warning, posted at: <http://travel.state.gov/>

- A. I understand that the Travel Warning represents the U.S. government's determination that there is a heightened level of risk associated with traveling to the stated country or region;
- B. It may be necessary to cancel the Program if the security situation deteriorates further between now and the departure date;
- C. It may be necessary to leave the country early and quickly if the security situation deteriorates after the Program has begun;
- D. It is crucial that I obey all directives of the University, maintain close communication with the Program's Faculty Sponsor (if applicable), on-site coordinators and my colleagues and classmates, and exercise due caution and common sense in my behavior, choices, activities, locations visited, etc. while participating in this Program and/or travel;
- E. I agree that I will register with the UA's online travel registration site at <http://ua-risk.terradata.com/> and the US State Department's Smart Traveler Enrollment Program (STEP), <https://step.state.gov/step/>, before departure;
- F. I understand that the US government may not be able to provide me with any legal, medical or emergency assistance while I am in the Countries listed above; and
- G. I understand that international travel as part of my participation in the University of Arizona (the "University") Program specified above is not required by the University and involves risks not found in study at the University's Tucson campus. These risks include, but are not limited to, risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social, and economic conditions; different standards of design, safety, and maintenance of buildings, public places, and conveyances; and local medical and weather conditions. I understand that it is required that I will familiarize myself with information about the country and/or region I am going to, including the most current travel warnings and consular information sheets issued by the U.S. Department of State (<http://travel.state.gov>) and the most current health warnings issued by the U.S. Centers for Disease Control and Prevention (<http://wwwnc.cdc.gov/travel/notices.htm>), which may contain information about the inherent dangers and difficulties specific to the country or region of my destination.

2. Institutional Arrangements: I understand that the University does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the Program. I understand that the University is not responsible

for matters that are beyond its control. I hereby release the University from any injury, loss, damage, accident, delay or expense arising out of any such matters.

3. U.S. State Department Warning Status: I understand that one or more of the countries that I plan to visit may have a travel warning issued by the U.S. State Department that describes a heightened risk of travel in that area. I understand that travel warnings may change to more urgent status with little or no notice. I understand and agree that a change in U.S. State Department travel warning status or other safety concerns may result in the University suspending the Program and official travel in the affected countries, and that I may be directed to return to the U.S. or relocate to a safer location. By signing this document, I certify that I have read and understand the University of Arizona's Policy for International Travel Safety and Compliance, online at: <http://ua-risk.terradotta.com/>.

4. Independent Activity: If I am traveling with a group, I agree to leave the country that I am visiting with the group at the conclusion of the Program. I understand that, in addition to the other provisions of this agreement, the University is not responsible for any injury or loss I may suffer when I am traveling independently or am otherwise separated or absent from any University-supervised activities.

5. Health and Safety: I am aware of all applicable personal medical needs. I have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the Program. I recognize that the University is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility for those needs. If I require medical treatment or hospital care in a foreign country during my travel, the University is not responsible for the cost or quality of such treatment or care, or injuries arising from or related to such care. I have consulted with a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems that preclude or restrict my participation in this travel Program.

6. Standards of Conduct:

A. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use, and behavior. I recognize that behavior that violates those laws or standards could harm the University's relations with those countries and the institutions therein, as well as my own health and safety. I also understand that the University is not responsible for providing any assistance, legal or otherwise, in dealing with the laws or standards of foreign countries. I will become informed of, and abide by, all such laws and standards for each country to or through which I will travel, and accept any consequences of violations thereof.

B. I agree to comply with the University's rules, standards, and instructions for behavior. I waive and release all claims against the University that arise at a time when I am not under the direct supervision of the University or that are caused by my failure to remain under such supervision or to comply with such rules, standards, and instructions. I understand that engaging in research activities or taking research samples from a foreign country without first obtaining appropriate permits may result in monetary fines and/or prison in that country.

C. I agree that the University has a right to enforce the standards or conduct described above, in its sole judgment, and that it will impose sanctions, up to and including expulsion from this travel and/or the University, for violating these standards or for any behaviors detrimental to or incompatible with the interest, harmony, and welfare of the University, other participants or third parties. I recognize that due to the circumstances of foreign study programs, procedures for notice, hearing, and appeal applicable to disciplinary proceedings at the University do not apply. If I am expelled, I consent to being sent home at my own expense with no refund of fees.

7. Assumption of Risk and Release of Claims: Knowing the risks described above, and in consideration of being permitted to participate in the Program, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my travel as part of this University Program. To the maximum extent permitted by law, I release and indemnify the State of Arizona, the Arizona Board of Regents, The University of Arizona, and the officers, employees, and agents, from and against any present or future claim, loss, or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in this travel activity (including periods in transit to or from any country that is part of this program).

I have carefully read this Assumption of Risk and Release before signing it. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made.

Student or Volunteer:

Signature: _____ Date: _____

Please forward completed form to: **FSO-Operations, Travel Office, PO BOX 210158 USB 402**