

# August 2017



# BRC T&E Blast

## Foreign Travel – Per Diem versus Actual Reimbursement

For UCOP travelers who venture abroad for their business travel, questions about the differences between per diem and actual cost reimbursement come up fairly regularly so we hope the information below will be of assistance. Reference [UC Travel Policy G-28](#) as applicable (page numbers in parentheses below). As always, feel free to get in touch with the [BRC T&E Team](#) if you need help!

**Per Diem** – is the daily subsistence allowance authorized under the [federal per diem rates](#) for a location of travel. Per Diem covers two distinct areas of expense: (1) Lodging and (2) Meals & Incidental Expenses (M&IE).

- No supporting receipts required!
- Lodging and M&IE per diem adjustments are required (pp30-31).
- In general, stick to one method (per diem or actual) for the entire trip (p30).
- Using your T&E credit card while on foreign travel? All expenses on the card must be submitted as actual so that these transactions can be pulled into your Express report for payment to US Bank.
- Specific details regarding dates/times of arrival and departure from one country/city to the next or transportation receipts showing this information are required when per diem is being requested. This is necessary even if we are not paying for the transportation because we need to be able to see that partial days for per diem have been adjusted appropriately.

**Actual** – submitting for reimbursement of actual expense? Here are a few important tips!

- No receipts required for foreign actual expenses under \$75.00 excluding the major expense categories such as airfare, lodging, and rental car.
- Foreign actual M&IE can be entered in US dollars if a receipt or redacted credit card statement is provided showing the US Dollar charge. Otherwise, the expense should be submitted in the appropriate foreign currency with the exchange rate for the day entered into Express and provided as an attachment (i.e., [OANDA](#)).
- Any actual expense above the foreign per diem rate requires written explanation and may not exceed 300% of the applicable federal rate established for the travel location (pp29-30).

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YOU CAN REACH US AT:

[brctravelandent@ucop.edu](mailto:brctravelandent@ucop.edu) Mark – Team Lead

[brcpurchaseandpay@ucop.edu](mailto:brcpurchaseandpay@ucop.edu) Brad – Team Lead

[brcaccounting@ucop.edu](mailto:brcaccounting@ucop.edu) Amy – Team Lead

[brcpolicycompliance@ucop.edu](mailto:brcpolicycompliance@ucop.edu) Amy – Team Lead

[UCOPContractor@ucop.edu](mailto:UCOPContractor@ucop.edu) Rick – Team Lead

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