

FOREIGN TRAVEL POLICIES & PROCEDURES

Below, you will find the documents required for Foreign Travel. These forms **MUST** be

F3.32 Request to Travel at University Expense (located on Lamar's travel website):

Completed form with approval signatures of Department Chair, Dean,
Vice President and President

Lamar University International Travel Release, Hold Harmless, and Indemnity
Agreement for Travel to Area with U.S. State Department Travel Warning Form.
(located on Lamar's travel website)

TMP Form "Export License Exception for Temporary Exports for LU-Owned
Property" (located on Lamar's travel website)

Trip Itinerary (list of daily trip activities)

ALL RECEIPTS MUST be attached to the travel voucher in order to be reimbursed for Foreign
Travel expenses. Also, the charges claimed on the voucher

. A copy of the exchange receipt of
US dollars to the foreign currency should be used for the converted rate. Or, print-screens from
an internet website may be used to help with the conversion. However, the print-screens **MUST**
state the conversion rate for *the dates the traveler was in the foreign country*. Examples of the
internet websites available to help with this conversion are www.oanda.com/convert/fxhistory ,
www.federalreserve.gov/releases/h10/hist , or <http://www.ozforex.com/> . These websites have
history areas that will show the exchange rate, or an average exchange rate, for the dates
traveled.

**ORGANIZED, LEGIBLE BACKUP MUST ACCOMPANY THE TRAVEL VOUCHER.
AN ITEMIZED, PER DAY LIST OF EACH EXPENSE WITH ITS CONVERTED
AMOUNT WRITTEN NEXT TO IT IS REQUIRED.**

*** If charging foreign travel expenses to a **Grant Account**, the traveler **MUST** review and