



International Travel Process

Airport Fees/Airfare

Airport checked baggage fees are to be reimbursed for international travel.

Class of service will be Business Class for all international travel. NOTE: The candidate organization will be notified prior to a Business Class ticket being purchased to provide them with advanced notice of the price.

Site Reviewers are encouraged to book flights at least 30 days in advance if possible and must book at a minimum 14 days prior to the flight to avoid premium airfare pricing.

Transportation

The candidate organization must arrange for a car and an English-speaking driver to allow for effective transportation to/from hotels, airports, and candidate organization's facilities.

Travel Expenses

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Travel expenses include but are not limited to airfare, hotel, food, transportation, airport exit fees, visa fees.

Lodging

The Site Reviewer should work with the candidate organization to identify appropriate lodging accommodations near the vicinity of the site visit.

Visa or Airport Exit Fees

If the destination countries require airport exit fees or visa fees, those fees will be reimbursed by the candidate organization. Copies of receipts for such fees must be submitted with the expense report.

Business Cell Phone

The candidate organization must provide a cell phone with a local number to the Site Reviewer for the entire duration of the visit. If possible, the candidate should mail the phone to the Site Reviewer prior to the travel begin date. The candidate should also pre-load contact names and phone numbers into the phone prior to providing it to the Site Reviewer. The candidate should provide more than one phone number as a contact in the event the Site Reviewer's schedule has been altered, it is imperative the Site Reviewer be able to reach someone at the candidate organization. It is recommended that using a US-based carrier be avoided as those charges are typically higher than using a local carrier.

Exchange Rate Fees

In the event exchange rate fees are imposed, the candidate organization will reimburse such fees. Copies of receipts for exchange rate fees must be submitted with the expense report.

Visa, Passport, Immunization Fees

If these items are required or recommended for international travel, their reimbursement is allowed. For immunizations: If identified by the CDC as a travel destination that requires or recommends immunizations. (See: <http://wwwnc.cdc.gov/travel/destinations/list>) reimbursement will be granted. The candidate organization must also reimburse the Site Reviewer for the doctor visit to receive such immunizations. Itemized receipts are required.

Security

In the event a particular destination country is on the US Department of State's travel warnings website (<http://travel.state.gov/content/passports/english/alertswarnings.html>) the candidate organization is responsible for the Site Reviewer's security for the duration of stay in such destination country. Security detail must be paid for by the candidate organization.

Meals

All meals will be reimbursed by the candidate organization.

Business Expenses

Business expenses, including faxes, photocopies, Internet charges (including airline Wi-Fi charges), data ports and business telephone calls incurred while on travel status, will be reimbursed. Original itemized receipts are required.

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