

Study Abroad Travel Claim Checklist

I: FACULTY TRAVEL CLAIM

Study Abroad Faculty Coordinators are required to submit an online travel claim per faculty coordinator in each program (found in your OneStop). If there is more than one faculty in the same program, each faculty must submit a separate claim with the respective documents and information.

Documents and information:

<ul style="list-style-type: none"> <input type="checkbox"/> Final itinerary <input type="checkbox"/> Syllabi <input type="checkbox"/> Final student manifest. <input type="checkbox"/> Date, receipts, and amounts in both foreign currency and US dollars (if applicable) for each expense claimed on the travel claim. Please use the Study Abroad Claim Worksheet in order to submit this information. <input type="checkbox"/> Receipts <input type="checkbox"/> Receipt of repayment for any amount owed to the University from this claim. <input type="checkbox"/> Student sign in sheet(s) for any funds issued to them. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attach explanation of purpose for the trip in detail. <input type="checkbox"/> Final Information: <ul style="list-style-type: none"> <input type="checkbox"/> Mileage (from APSU to Nashville Airport is 53 miles) <input type="checkbox"/> Airfare <input type="checkbox"/> Lodging <input type="checkbox"/> Per Diem (Please see table below) <input type="checkbox"/> Excursions <input type="checkbox"/> Airport Transports <input type="checkbox"/> Other transportation <input type="checkbox"/> Other additional information/documents
--	--

II: STUDENT GROUP TRAVEL CLAIM

Study Abroad Faculty Coordinators are required to submit one online travel claim per student group (found in your OneStop). Please include the following final information on the student group travel claim:

<ul style="list-style-type: none"> <input type="checkbox"/> Final itinerary <input type="checkbox"/> Syllabi <input type="checkbox"/> Final student manifest. <input type="checkbox"/> Airfare <input type="checkbox"/> Lodging 	<ul style="list-style-type: none"> <input type="checkbox"/> Excursions <input type="checkbox"/> Airport Transports <input type="checkbox"/> Other transportation <input type="checkbox"/> Other additional information/documents
--	--

III: PER DIEM FOR INTERNATIONAL TRAVEL

Per Diem for International Travel	Amount
Standard per diem - First day of travel	\$ 55.50
Standard per diem	\$74.00
Standard per diem – Last day of travel	\$55.50

Note: Meals that are included in the program should not be claimed. For example, if you eat breakfast provided by the hotel, this meal should not be claimed.

Breakdown of Per Diem	Amount
Breakfast	\$ 17
Lunch	\$18
Dinner	\$34