

International Travel

International travel must be approved by the NSU President in writing prior to departure. Requests for approval must be accompanied by a detailed account of expected expenditures (such as room rate, meals, local transportation, etc.).

International travelers will be reimbursed the Tier IV area rates for meals and lodging, unless other rates are requested and authorized by the NSU President, prior to departure.

Exception: *Should the traveler exceed the Tier IV rates for meal and lodging, a detailed justification letter signed by the NSU President giving **prior approval** will be **required**.*

Required Documents attached to International Travel Expense Account:

- International travel letter signed by President;
- A printout of the daily currency exchange rate;
- Itemized hotel receipt.

International Group Travel with Students

The following addresses international travel procurement of all-inclusive group tour packages (air fare, hotel accommodations, meals and tours) for NSU students enrolled in courses for credit.

Per Division of Administration/State Travel, it is permissible to contract directly with an international travel vendor since the travel package is unique in that tours and meals are a part of the total price per person. The state's travel contractors do not provide tour packages for this type of group travel. Also, the students are paying for the trip and not with funding from NSU's budget. Posting of a bid package and advertisement on the State Purchasing web are not required. However, every attempt must be made to obtain the best bid responses when feasible.

Therefore, each request for international group travel for the instructor and their students must have the following prior approved documents. These documents must be submitted to NSU Director of Purchasing, Business Affairs the semester prior to the scheduled trip:

1. A letter addressed to NSU President, approving international group travel. The letter must state all detailed information relating to the international group travel, i.e., dates, destination, cost per student, and an attached list of students enrolled in the course for credit, etc. Site the University's obligation to follow all state travel rules and regulations according to PPM49 and that adequate insurance coverage is procured for each student. See *International Travel Example Letter*.
2. A memo addressed to the Director of Purchasing, signed by the instructor, stating why the requested vendor is the Sole Source that can provide the international group travel package required. The Sole Source memo along with any original signed bid(s) obtained by the instructor must be submitted to Business Affairs – Purchasing for review and approval. Should a bid include a "free" trip as part of the package price per participant, it would go to the university, and the university could then use it to send a faculty member as the university's representative since the course being offered is for credit.

NOTE: *All correspondence will be documented and detailed in NSU's Sole Source Report to the Division of Administration, State Purchasing Office.*

The NSU President may approve a traveler's reimbursement request for a rapid COVID-19 test, if the employee will be traveling on official state business (receipts are required). If the employee is traveling international and it is required that the traveler be quarantined for a certain period, hotel, meals and internet expenses are allowed to be reimbursed per PPM49 tier rates.