

3. International Trip – Employee – Some meals provided by host

Joe Simpson is an employee who lives in Baltimore on Redwood Street, works at the main UMB campus in Radiology, and needs to attend a three-day workshop on Radiology Techniques in London. The conference fee is \$1,200.00. Breakfast and lunch are provided each day. Joe leaves from Baltimore-Washington International (BWI) Airport on June 3 and returns on June 7.

Workshop dates: Monday, June 4 – Wednesday, June 6.

Time: 8:00 – 5:00 each day

The conference fee was paid on the P-Card.

Joe requests reimbursement for mileage, airfare, airport parking, taxis, lodging, and meals.

*Is a Travel Request (TR) Required?

Answer: Yes. All international trips require a TR.

Commute miles = None

Mileage between Baltimore and BWI = 11.0 miles

Round trip airfare paid by Joe = \$850.00

Joe parked in the long-term parking lot @\$8.00 per day.

**Answer:

Mileage:

Eligible for reimbursement: 11.0 miles each way

The eTravel System will automatically calculate the reimbursement amount for the mileage.

Airfare:

Joe is eligible for full reimbursement for airfare. Joe did not purchase any extras.

Airport Parking:

Joe is eligible for full reimbursement for airport parking.

Taxis:

Joe submits two taxi receipts for transportation from and to the London airport.

Lodging:

Joe submits detailed hotel bill showing no extra services were purchased.

Meals:

The State Department rate is used:

London - -

M&IE = \$198.00

Subtract Incidental Rate of \$39.00 = \$159.00

Breakfast = \$30.00 Lunch = \$50.00; Dinner = \$79.00

75% = \$119.25

Joe is eligible for 75% of the per diem on June 3 (day of departure) and June 7 (day of return).

Breakfast and lunch are provided each day of the conference. Joe is eligible for dinner per diems for these days.

Note:

Receipts are in US dollars. Two rows of expenses are shown for demonstration only. An actual submission must list each day's expenses in separate rows for a total of 5 days. BWI parking can be shown on the last day. The total amount of \$2,800.00 is a random amount for demonstration only.