

FAQs & Scenarios

International

1. What is International SOS?
 - International SOS provides travel alerts, assistance in finding medical care while abroad, and emergency services to assist with evacuation or other emergencies. All international travel must be registered with International SOS. SOS is available for all travelers and is administered through [UMB Global Education Initiatives](#).

2. How do I calculate the meal per diems?
 - International per diems are established by the [Department of State](#). The amount for incidentals must be subtracted from the M&IE rate. Note that some locations use seasonal rates. Ensure that the correct rate is used. Upload a printout of the per diem page with the travel expense reimbursement. Detailed instructions are available on the [Financial Services International Travel](#) main webpage.

3. How do I convert foreign currency?
 - Each transaction date requires a separate calculation because exchange rates change daily. Use [OANDA](#) to convert foreign currency to US dollars. Upload the daily exchange calculations with the travel expense reimbursement. Detailed instructions are available on the [Financial Services International Travel](#) main webpage.

4. How should the traveler report a trip that includes personal travel?
 - The Travel Request should reflect the dates that include expenses paid by UMB. For example, if the traveler adds a week of sightseeing at the end of the conference, the Travel Request should include the actual return date. Note the days of personal travel on the Travel Request.
 - The expenses listed on the Travel Expense form should include the expenses directly related to the business portion of the trip. The form contains a field for entering the dates of personal travel.
 - Please review the section on Business Travel Combined with Personal Travel in the [Procedure](#) for detailed information.

5. I don't see my question here. Where can I get additional help?
 - Email questions to travelhelp@umaryland.edu

Scenarios

- I. Joe Simpson is an employee who lives in Baltimore, 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 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 registration fee was paid on the P-Card.

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

Joe is eligible for the following expense reimbursements:

- o Roundtrip airfare from Baltimore to London, departing June 4 and returning June 7
- o Mileage to BWI on Sunday, June 3.
- o 75% of total daily per diem for June 3, day of departure:
 - London total M&IE = \$191, less Incidentals: \$153, 75% = \$114.75

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
UNITED KINGDOM	London	01/01	12/31	312	191	503	View	06/01/2018

M & IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$191	29	48	76	38

- o Standard transportation from London airport to hotel
 - o Standard lodging June 3 – June 7, departing on June 7
 - o Dinner per diem June 4 – June 6
 - o Standard transportation from hotel to London airport
 - o 75% of total daily per diem for June 7, date of return
 - o Parking at BWI for Sunday – Thursday, not to exceed the daily rate
 - o Mileage from BWI to home, less commute mileage
- II. Consider the same example as Number I, except that Joe extends his trip for sightseeing in Paris, June 7 – June 10. Joe is eligible for the same for the following expense reimbursements:

- Roundtrip airfare from Baltimore to London, departing June 4 and returning June 10
- Mileage to BWI on Sunday, June 3.
- 75% of total daily per diem for June 3, day of departure:
 - London total M&IE = \$191, less Incidentals: \$153, 75% = \$114.75

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
UNITED KINGDOM	London	01/01	12/31	312	191	503	View	06/01/2018

M & IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$191	29	48	76	38

- Standard transportation from London airport to hotel
- Standard lodging June 3 – June 7, departing on June 7
- Dinner per diem June 4 – June 6
- Standard transportation from hotel to airport
- 75% of total daily per diem for June 7
- Parking at BWI for Sunday – Thursday, not to exceed the daily rate
- Mileage from BWI to home

Notes: Joe is not eligible for transportation to Paris, lodging June 7 – June 9, or any additional meals. If Joe returns to London to fly home from London, the transportation from Paris to London is not reimbursable. If Joe returns to Baltimore from Paris, Joe’s reimbursable airfare is the lesser of: roundtrip from Baltimore to London, or one-way to London + one-way from Paris.