

CBSHS International Travel Meal Reimbursements

Section: College of Behavioral, Social, and Health Sciences

Subject: Reimbursement of Meals Associated with Foreign Travel

Effective: July 1, 2016

Statement:

Currently, the State of South Carolina and Clemson University allows for reimbursement of meals and incidentals associated with international travel in accordance with the posted federal rates without receipts. (http://aoprals.state.gov/web920/per_diem.asp) However, each college or department is allowed to impose additional restrictions due to budgetary constraints and better business practices.

Purpose:

A policy is needed to specify the requirements for reimbursement of meal costs for international travel.

Discussion:

The Dean of the College of Behavioral, Social, and Health Sciences instituted this internal policy for better allocation and management of college resources for international travel.

Policy:

Reimbursement of meals for foreign trips will be handled in one of two approved ways:

1. Actual receipts** will be submitted and reimbursed as long as the federal per diem is not exceeded.
2. If no receipts are provided, the meals will be reimbursed at the current out-of-state per diem amount.

** In countries where receipts are difficult or impossible to obtain, a detailed log of expenditures may be kept and submitted as documentation for reimbursement of actual costs – subject to appropriate conversion rates.