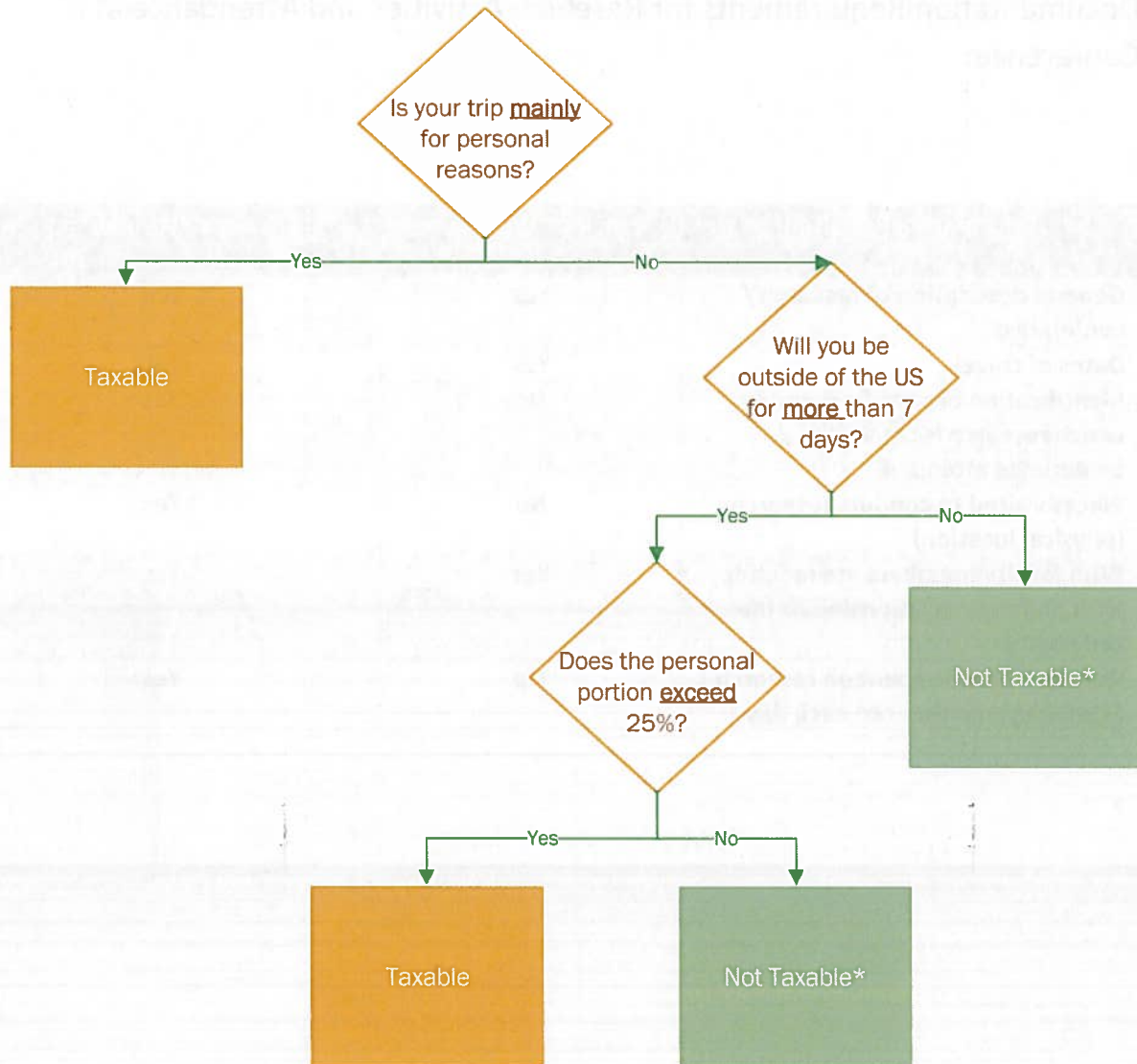


# International Travel Decision Process



## Information for Calculation of Taxability:

- The time spend outside the US exceeds one week  
One week is defined as 7 consecutive days  
Do not count the day you leave the US, but do count the day you return to the US, **AND**
- The total amount of time spent on non-business activity is more than 25% of the total time of the total time you spent outside the US  
Count both the day the trip began and the day it ended

## \*Note:

This process is only helping to determine the taxability of transportation costs to and from your international location.

Any other costs, such as lodging and meals will be reviewed for allowability according to the business purpose provided.

Accounts Payable | Kim Crewey  
Contact:

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X 7504

# International Travel Decision Process

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Documentation Requirements for Research Activities and Attendance at a Conference:

Information Required	Previous Procedure	New Procedure Effective January 2017
General description of research / conference	Yes	Yes
Dates of travel	Yes	Yes
Identification of specific dates on which research is conducted / conference attended	No	Yes
Places visited to conduct research (physical location)	No	Yes
Who faculty members are meeting with and their relationship to the University	Yes	Yes
Duration of time spent on research / attending a conference each day	No	Yes