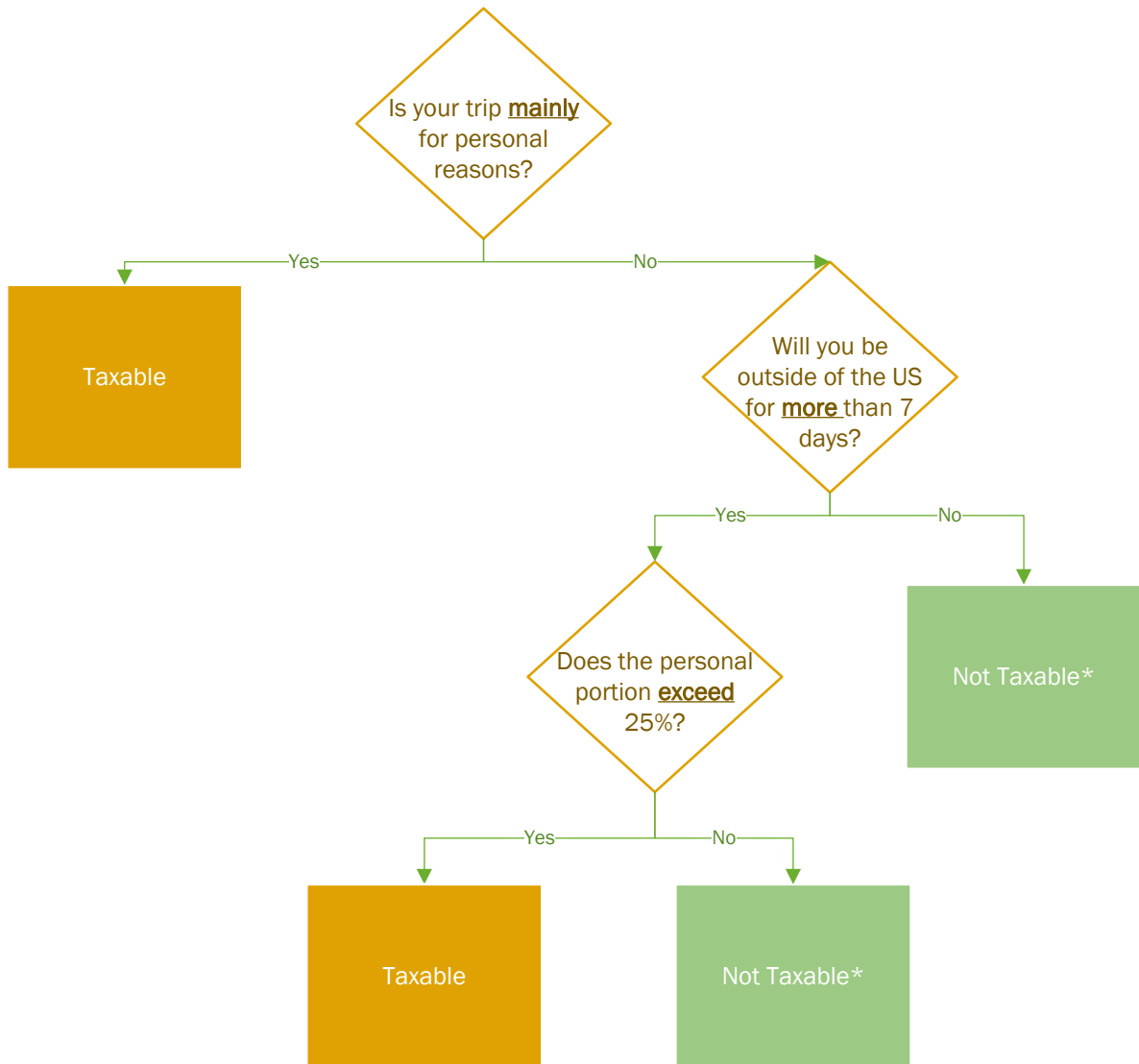


International Travel Decision Process



Information for Calculation of Taxability:

- The time spent 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 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.

International Travel Decision Process

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 |