An APHL International Travel Manual
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An APHL International Travel Manual

Introduction

APHL programs assist countries with limited resources complete laboratory assessments, build national laboratory networks, implement training programs, plan and manage renovation projects, implement laboratory management information systems, procure equipment and supplies, and recruit senior laboratory professionals for advanced training in the United States. To facilitate and implement successful projects, APHL sends staff, members and contractors to other countries to consult with and provide services to Ministries of Health and their affiliates. If you are reading this travel manual you are either considering such an assignment or have agreed to work with APHL in one of our partnership projects outside the United States.

The purpose of this manual is to help you, APHL’s representative, dispatch your travel preparations efficiently and proceed smoothly to your assigned location. Additionally, we hope the information we provide in this manual will help you increase your enjoyment and maintain the maximum well-being as you navigate your specific health preparations here and cross-cultural differences on site. APHL considers you an expert in the area for which you have been recruited, but you may not be a seasoned traveler. Whether you are or whether you are taking your first work-related trip outside the United States, the information and checklists presented in this manual are intended for your convenience.

Should you have questions not answered by this manual, please email global.health@aphl.org. At the end of this manual you will find instructions and forms for travel expense reimbursement, as well as information on the process of submitting an invoice for work performed.
APHL Responsibilities and Support—
Some of the Basics

All APHL travel is arranged through the EWA Travel Agency. Once your assignment dates are finalized with APHL’s Global Health Program, contact Marika Delgado at 1-800-705-8580 or via email at marika@ewatravel.com to make reservations. Please reference your APHL staff contact when making the reservation so that Marika can obtain the proper program code to charge the ticket to. Additional pre-departure information is offered to you in succeeding sections of this travel manual.

APHL provides your lodging and covers in-country per diem expenses at the US Federal Per Diem rate while you travel under our auspices. Staff and APHL members can receive 80% of these funds in advance of your trip if you place a request with APHL staff at least four weeks before your departure. Contractors to APHL typically submit expense reports in lieu of requests for travel advances unless otherwise arranged.

APHL provides emergency health and political evacuation insurance while you are in the country of your APHL assignment. You are responsible for health and medical preparations before you leave, and we have provided various checklists and pointers that will help you pass country entry requirements and add to your well-being during your trip.

APHL does not provide personal property insurance for lost or stolen items during your travel. It is worth checking your personal home insurance to learn if it may provide some coverage for lost or stolen items while you travel.

Pre-Departure Preparations

This section focuses on arrangements and logistics prior to your departure and gives some helpful tips on being prepared—from medications and immunizations to money. Subsequent sections will cover well-being during your flight, arriving at your destination, food safety, appropriate attire and being prepared to meet emergencies, should your documents go missing or your airline reservations require changes.
Travel Reservations

Arrange your travel through EWA Travel Agency. Contact Marika Delgado at 1-800-705-8580 or via email, marika@ewatravel.com.

Once you have your reservations, call the airlines to re-confirm your flight at least 24 hours prior to each flight, in the US and overseas. It is always a good idea to leave a copy of your itinerary, including flights and hotels, with family and/or friends at home so that they can contact you if the need arises.

Passports and Visas

Before you initiate any international travel, make sure you have a valid and signed passport. If you don’t have a passport ready for travel, you can apply for one. If time is short, expedited handling of your passport application is available, requiring proof of your travel plans and an expedited service fee. If you have two months time, you can apply for routine handling of your application. Check with www.travel.state.gov to learn about different levels of handling, time requirements, fees, regional offices where you can apply in person, passport application through the US Postal Service and much more. APHL may be able to facilitate your application too, so check with APHL’s program staff on the best route for you to follow.

Some countries require for entrance, and the US may require at your departure from the US, that your passport have at least six months validity before its expiration, to allow a safe margin for unexpected stays or emergencies. In the case an emergency arises, it is essential that the emergency information page of your passport be completely filled out, so do complete it before you leave.

For most countries a visa is required to enter, thus it is important to apply for a visa within a safe margin of time before your departure—two to three weeks at minimum is preferable. APHL will process your visa application and send your passport, with visa, back to you prior to your trip. You will need to send your passport, a signed visa application form and two passport pictures to the APHL staff member arranging your consultancy. It is best to use overnight delivery, reimbursable by APHL, when you send this material, especially if your departure date is approaching soon. Visa application forms can be downloaded from http://www.traveldocs.com.
Make sure you have sufficient blank pages in your passport for visas and a page each for visa stamps—one as you enter, one as you leave a country. It is recommended that you have two pages clear of any stamps per country you plan to visit, however briefly, plus a few extra clear pages in case you need to travel through additional countries not on your original itinerary. Prior to traveling you can purchase extra pages from the US Department of State through regional centers or the US Post Office (see: www.travel.state.gov) or APHL’s travel service can process your application. Routine service is from four to six weeks but expedited service, as with basic passport applications, is available.

Before you leave home, make two copies of your passport identification page (color copies are preferred), credit cards (front and back) and airline tickets. This will facilitate replacement if any of the originals are lost or stolen. Leave one copy at home with friends or relatives and carry the other with you. Also take two to four extra passport photos with you in case you need a replacement for one or more of your documents.

**Immunizations**

Be aware that specialized immunizations and prophylactic medications may be recommended or required for your travel. Although your own doctor may be able to administer some routine immunizations, most physicians’ offices do not stock specialized vaccines and may not be authorized to stock and administer others, for example, yellow fever vaccine. Also, International Certificates of Vaccination usually are issued only by health providers and clinics that specialize in vaccines for international travel. Carry your immunization card with your passport so you have proof of the proper and up-to-date immunizations.

For additional information on immunizations, visit the following websites or see your physician or local international health/travel clinic (usually found in major cities) as soon as you know you will be traveling:

- Centers for Disease Control and Prevention (http://www.cdc.gov/travel)
- International Society of Travel Medicine (http://www.istm.org)
- Passport Health (http://www.passporthealthusa.com)
Some immunizations require multiple doses, over several weeks time, or need to be given a few weeks prior to leaving, so it is best to inquire about immunizations for your travel destination and schedule appointments as soon as assignment dates are set.

As with any travel, if you have medical conditions, it is best to consult with your healthcare provider to make the best decisions about international travel, counter-indications for certain immunizations particular to you, precautions for certain climates, conditions, etc. APHL will reimburse you for the cost of the immunizations required for travel to the destination country of the consultancy.

**Packing**

Although many of us avoid the process of packing early, it’s best to begin assembling clothes, assignment-related supplies and medications well in advance, giving enough time to order and receive replacements for what you don’t have on hand. You may find the check-off list at the end of this manual helpful in this process.

If you plan to check your baggage, it’s a good idea to pack a change of clothes, any medications and eye care solutions you need on a daily basis, in a carry-on bag, just in case your luggage is delayed or lost.

To identify your luggage, attach a luggage tag with your business address on all of your bags, including carry-on bags. We recommend not putting your home address on the outside tags. Airlines strongly suggest you also affix your business card and contact information to the inside of your baggage, as outside tags can be ripped off in processing luggage. Lock all your bags with a TSA lock, or in some countries you may encounter a service provided in the international airport that, for a fee, will wrap your luggage in plastic before it goes onto a local flight, to prevent against theft.

As during any travel, keep a safe eye on your luggage until it is checked and again once you claim it at your destination. Never leave your luggage unattended and do not accept any packages from strangers in airports around the world.
Taking Along Your Medications

Prescription medications should be in their original containers and you should carry a copy of the prescription(s) with you during your travel. If you are taking a medication that could be considered a narcotic, check the legality of the drug with a consular officer prior to departure and obtain a letter from your doctor stating the medical necessity of the drug for you. It’s also wise to bring extra medicine with you during your trip, in case your return is delayed. Also helpful is a list with the names and dosages of all of your medicines, should you need medical care while on assignment.

Be aware that in some Middle Eastern countries certain tranquilizers and amphetamines are illegal and possession can result in arrest.

If you have diabetes or epilepsy, make sure to have the notification and identification card (such as the “Diabetes Alert Card” from the American Diabetes Association) on your person at all times. Have the name and phone number of your doctor in the US with you in case s/he needs to be consulted should a medical incident occur.

Ask your physician about sleep medicine, if you think you will have trouble falling/staying asleep during flights.

Money/Currency

Contact the banks or companies that manage the credit cards you plan to bring with you overseas, and inform them there will be charges on the cards from foreign countries. Also inform the credit card companies of your travel dates.

Notify your bank/ATM provider if you plan to obtain local currency via an ATM overseas. Ask the card company the fees connected to obtaining money from your credit card in local currency. These fees have escalated in recent years and it may be less costly to cash US Travelers Checks in local banks abroad. If you do use a local ATM outside the US, exercise the same precautions as you would here—avoid using an ATM unaccompanied at night time. In some countries it is not advisable to use a credit/debit card at all. Please check with APHL staff on the ‘cash-only’ countries.
If you live in a city where there are international currency exchange offices or if you leave from a large international airport, exchange some money into your destination country’s currency prior to leaving. You may have trouble getting small denomination bills at these places, so take about $10-$20 in small bills (even US one dollar bills) for tips upon your arrival, which is often at night when the currency exchange offices are closed. If you arrive at your destination during daytime, you should be able to exchange money at the airport.

Retain your receipts for all reimbursable expenses in a secure location.

### Other Preparations

**Strategically placed emergency information.** It may prove very helpful to take in your carry-on bag—on paper, your mobile phone, tablet or laptop computer—a list of telephone numbers and/or emails you may need in an emergency. These include health insurance carrier, phone # and policy #, US Embassy address, phone #, and email; the same information for the hotel where you will be staying, the APHL travel agency daytime and emergency phone number, and other source information you think you may need in a hurry. Include on this list your doctor’s phone #, the names of any prescriptions you are taking, and your blood type. Send an email to yourself with this information so it is available wherever you can access the internet.

APHL will provide you with health and emergency political evacuation insurance. Make sure you carry your health and emergency evacuation insurance cards, obtained from APHL, on your person while you are outside the US.

**Local Customs and Appropriate Clothing.** Do some research on the countries you will be visiting prior to your departure. There are a number of companies that publish information about other countries both in book form as well as on the web (e.g., Lonely Planet (www.lonelyplanet.com) and Fodor’s (www.fodors.com)).

Acquaint yourself with some of the local customs, such as the preferred way to greet colleagues. Ask APHL colleagues who have worked in the country or observe the predominant customs when you arrive at your destination.
Learn about the local temperatures and climate during the time you will be in-country and pack appropriate clothing. Some locales are very hot during the day and quite cool at night. While unlikely, you may travel to a country during a rainy season, so you will want to travel prepared.

An appropriate dress mode may differ with the temperature outside, however, a coat and tie for men and jackets or work appropriate tops with appropriate-length skirts, dresses or pants for women may be well-suited to visits to, or meetings with, officials in the Ministry of Health (MOH) or other local officials. If you are teaching workshops, shirts with a tie and dark pants or khakis for men are appropriate, as are “work” blouses or tops and pants for women. Your clothing choice denotes your respect for your host country officials and colleagues and is representative of APHIL. Though you may decide to travel in jeans, they are usually not professionally acceptable attire on-the-job. Consult with your APHL program staff for their advice on clothing at your assignment.

**Malaria.** If you’re going to a country with an increased risk of mosquito-borne disease, protect yourself against insects by bringing insect repellent with no more than 35% DEET and packing long sleeved shirts and pants. If possible in such circumstances, wear permethrin-coated clothing and use treated bed nets while you sleep. You should consult a travel health professional to inquire whether malaria prophylaxis is recommended for your destination. APHL will reimburse you for the cost of this medication should you be required to take it.

**Local conditions and laws.** Read the Consular Information Sheets and keep up with State Department Travel Warnings for the countries you plan to visit. You can monitor these travel advisories at http://www.travel.state.gov/.

Familiarize yourself with local laws and customs of the countries to which you are traveling. While in a foreign country, you are subject to the laws of that country.

**Departure and in the Air**

Arrive at the airport early—at least two hours prior to an international flight and even for in-country flights. Be patient if flights are delayed, but also keep an eye out for gate changes as international travel is often unpredictable.
In the airport and after you have checked in, be sure valuables, such as passports, are not stored and visible in the outside pockets of your carry-on bags.

**In Flight Well-Being**

For the flight, wear comfortable clothing and shoes. Keep hydrated. As you know, the air in airplanes is dry, so drink mostly non-alcoholic and non-caffeine beverages, and plenty of water.

On long flights, deep venous thrombosis (blood clots) can be a problem even for healthy people. Exercise as much as you can on your trip. Try to get out of your seat and walk to encourage better circulation. It also helps to do isometric leg—calf and thigh—exercises while you’re sitting. Bend over and hug your knees every once in a while if you have the space in your seat. If you have a history of medical problems, talk to your doctor about what to do before and during long flights. S/he may recommend that you wear support stockings in flight, for example.

**Arriving in Your Assignment Country**

**At the Airport**

If you are arriving alone, be especially watchful upon arrival at your destination airport, as you would in any unfamiliar circumstances. Keep your baggage within eyesight at all times. Be cautious of individuals who may offer to help at the airport or who offer to take you to your hotel.

If you take a taxi from the airport to your hotel, negotiate the fare before you depart. You may get a sense of the fare by talking to your APHIL colleagues before you leave. If you are traveling alone or even if you have agreed to get a taxi with someone from your flight, avoid getting into a taxi with passengers in the taxi whom you have never seen before or whom the driver calls “an extra driver.” You may visit the country specific airport sites, if available, and become familiar with the airport layout and services. Your hotel may also provide a shuttle service from the airport to the hotel—take advantage of this service if it is offered.
Checking in to your Hotel

When you check into your hotel and get to your room, practice safety precautions demanded in any unfamiliar, or even familiar, city. Check that your door locks work and secure them when you are in the room. Don’t open the door for any delivery you are not expecting. Call the front desk to check that the hotel has sent the person who is standing on the other side of your door.

If a safe is provided by the hotel, use it to store your passport and other valuables. If you need to put something in the hotel safe, make sure your possessions go into the safe and not just under the counter. Although the hotels you will be staying at are of high quality, follow through to ensure your safety is always appropriate.

Always carry a copy of your passport ID page on your person while in country. Leave the original in the hotel safe.

Countering Jet Lag

Get used to a new time zone more quickly by adhering to local meal and bedtime schedules. Use sleep medicines for only a few days, if necessary. Get outside and walk, eat well-balanced meals, and use the hotel exercise room if there is one.

Food, Water, Sanitation

Some of the countries where you might work may be hot, so pay attention to your hydration. It’s best to stick to bottled, securely-sealed water or carbonated beverages for daily hydration. Avoid using ice in your drinks and brush your teeth with bottled water.

Eat carefully when you travel. The safest food is well cooked and steaming hot. It is best to avoid buying those tempting foods sold by street vendors. Do not eat unpasteurized dairy products, raw or slightly cooked meat or seafood, lettuce or leafy vegetables, peeled fresh fruit and uncooked vegetables, since they may have been washed with water that is not potable. Eating fruits where you peel the skin should be fine, but be sure to peel the fruit yourself. Remember—boil it, cook it, peel it, or forget it!
It may be a good idea to pack some non-perishable snacks, such as energy and/or granola bars to supplement your meals. Also, practice the universal best public health practice everywhere: washing your hands frequently with soap and water and/or using an alcohol-based hand rub to help kill germs, especially before eating. Avoid swimming and other water activities in freshwater lakes and streams and avoid walking barefoot.

**Traveling In-Country**

In many cases, transportation will be provided for you while you are working.

If you have to travel somewhere on your own, taxis are the preferred mode of transportation. Driving oneself is not recommended. If you need to use a taxi, it is best to arrange for it through the hotel where you are staying. It is safer and most often cheaper than finding a taxi on the street. Look for and use the seat belts in vehicles you ride in.

The State Department travel advisories provide updated information regarding public transportation concerns in countries you may be visiting.

Ask the concierge at your hotel about what areas are safe to walk in during the day and evening hours. You may find that it is unsafe to wander the streets at night, even with others, though it is always safer to travel in groups than alone.

**Internet and Telephone Communication**

Some hotels have Internet service either in the guest rooms or in the business office. If nothing is available in the hotel, you usually can find Internet cafes nearby, and their fees are very reasonable. Inexpensive cell phones and country SIM cards are available overseas with no contract. It is not very expensive to call to the United States using these phones.

**Diplomacy, Cultural Protocols, Behavior**

When traveling to another country, it’s beneficial to review information about the history and culture of that country. The culture of a country includes behaviors, values, traditions, attitudes and habits. When overseas, it is important to realize that the norms you are used to are probably not the
same in the assigned country. It is important to adjust to the customs of the assignment country, to be flexible and non-judgmental, as a guest within their borders.

In all of your activities, show discretion and common sense. Maintain a low profile and refrain from behaviors that may make you conspicuous or a potential target.

Upon arrival, register with the US Embassy. APHL staff can assist with registering you at the closest US Embassy to your work. For short stays in a foreign country, APHL does not usually register consultants, if the country is determined to be a “safe” country in which to work.

If you plan to stay abroad for more than two weeks, you can register with the US Embassy online at https://travelregistration.state.gov, by phone or in person. Registering with the US Embassy will facilitate communication should someone need to locate you. Put the phone numbers and names of people who work at the US Embassy on your emergency phone number list. Should you encounter trouble in your country of assignment, contact the US Embassy nearest you.

In order to avoid violating local laws, deal only with authorized agents when you exchange money or purchase art or antiques. Try to learn a few phrases in the local language, or carry a phrase book with you. Your attempts to speak in the local language are usually greatly appreciated.

Be aware when taking pictures. It may be offensive to take pictures without permission or it may also be illegal to take pictures of certain government buildings. When in doubt, ask permission before taking the photo.

Keep in mind that oral agreements may be legally binding in the assigned country. While you will not have the authority to bind APHL, the people with whom you are dealing in country may not know that and might rely on what you say as APHL’s decision. In order to avoid any difficulty, make it clear that you will need to check with APHL staff on substantive matters and refrain from using definitive phrases or language (such as “I agree,” “the project schedule is good” or “we can do that”) when discussing APHL projects or potential new opportunities.
A Final Note

Enjoy your assignment and the opportunity to practice your expertise in another part of the world where the opportunities for consulting and learning proceed hand in hand.

### Appendix I: Check-off List for Travel

#### Pre-Departure Basic Maintenance Items

- Passport/Visa and Copies
- Visa
- Immunization/Health Documentation
- Transportation Tickets/Copies
- Frequent Flier/Hotel Card
- Emergency Information/Telephone Numbers
- Medical Insurance Card/Information
- Money
- Travelers Checks
- Credit Card(s)
- Personal Identification
- Itinerary/Hotel/Contact Info to leave at home

#### Travel Health

- Prescription Medicine
- Malaria Medicine
- Sleep Medicine
- Pain Reliever
- Cold Medicine
- Contact Lens Solution
- Diarrhea Medicine
- Insect Protection
- Personal Hygiene Items
- Motion Sickness Medicine
- Sunburn Protection/Cream
- Antibiotics Medicine
- Hand Sanitizer
- Energy/Granola Bars

#### Work-related Items

- Computer, Tablet/Notebook, Mobile Phone
- Power Cords, Chargers, Adapters appropriate to destination country
- Camera, Media Cards
Some Useful Websites

• CIA World Factbook:
• www.lonelyplanet.com
• www.frommers.com
• www.travelnotes.org
• www.state.gov/travel
• www.travel.state.gov
• www.fieldingtravel.com
• www.istm.org
• www.cdc.gov/travel
Appendix II: Invoice and Travel Reimbursement Forms

The following information provides you with the necessary information to submit a travel reimbursement form and an invoice for work performed. It is important to remember that you must submit these forms within 30 days of travel in order to be paid.

1. Consultant Invoice Payment

Consultants who work for APHL typically are paid by submitting a consultant invoice. Invoices are paid within 30 days upon receipt by staff at APHL. Most importantly, it is up to the individual consultant to submit a complete and accurate invoice in order to be paid. The best way to submit an invoice is by email to your APHL staff liaison. In lieu of a signed invoice, when you email your invoice please type the following in the body of the email: “I give permission for the submission of this invoice on my behalf without my signature.” Or you may photocopy your invoices, sign them and mail, or scan and email, your invoices to APHL. You will receive an email confirmation that APHL received your invoice. APHL will pay the undisputed portion of the invoices within 30 days of receipt of the invoice. Please include the following information in your invoice:

   a. Consultant’s name
   b. Consultant’s address
   c. Dates and number of hours/days of consultancy
   d. Description of work
   e. Consultant location
   f. Honorarium (if applicable)
   g. Invoice amount.

APHL requires that there be a W-9 form or a W-8BEN form on file for you prior to processing any consultancy payments, so please ensure this paperwork is complete.

2. APHL Travel Reimbursement

Reasonable travel expenses for APHL volunteers, staff and other authorized individuals will be reimbursed in accordance with APHL policy.
Exceptions to this policy can be made only at the discretion of the APHL Executive Director and may require additional documentation. The APHL Expense Report form must be filled out by the traveler and sent to APHL for payment. APHL retains the right to refuse reimbursement for travel expenses that do not comply with this policy.

**Time Frame for Reimbursement**

*All travel claims must be submitted to APHL on an official APHL Expense Report Form within 30 days of travel.* Payments will be made within 30 days of receipt of reimbursement request unless additional clarification or approval is needed.

**Transportation**

It is important that individuals travel as economically as possible.

a. **Airplane:** All air transportation *must* be ticketed through APHL’s official travel agency, who will honor the US flagship rule. Travel by the most direct route using economy class unless it is clearly unreasonable or impractical (i.e., excessive layovers, circuitous routing, or entailing additional expenses offsetting potential savings). Airline preference can be honored only if it does not increase the cost of the ticket. Authorized tickets will be directly billed to APHL, and travelers must submit the passenger receipt upon completion of travel with the Travel Expense Form.

b. **Train:** Cost of rail by the most direct route, not to exceed the cost of the most direct economy air route.* Authorized tickets *must* be booked through APHL’s official travel agency and directly billed to APHL. Travelers must submit the ticket receipt upon completion of travel.

c. **Private Automobile:** Individuals driving privately-owned automobiles will be reimbursed at the current government rate per mile, not to exceed the cost of the most direct economy air route.*

* Total inclusive of transportation costs and any additional per diem expenses

**Per Diem**

Per Diem is reimbursed at the federal government rate per day as indicated from the GSA website (www.gsa.gov/perdiem).
Per Diem: Meals

Per Diem meal reimbursement shall be made to individuals in travel status as follows:

- If traveling 12:00 AM (midnight) to 11:59 AM (noon) Breakfast is provided
- If traveling 12:00 PM (noon) to 5:59 PM Lunch is provided
- If traveling 6:00 PM to 11:59 PM Dinner is provided

Per Diem meal reimbursement shall be made to individuals in less than overnight travel status as above. Time and mileage from home must comply with federal regulations.

Please note that if meals are included as part of a function, the traveler must make note of this on the Travel Expense Form and will not be paid Per Diem for these meals. The value of each meal (as determined by federal guidelines) will be deducted from the per diem reimbursement. An alternative method is to leave those spaces blank where meals were provided.

An example of Per Diem rates for meals and incidental expenses for the Atlanta metropolitan area:

<table>
<thead>
<tr>
<th>City</th>
<th>Lodging</th>
<th>M&amp;IE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta, Georgia</td>
<td>$133</td>
<td>$56</td>
</tr>
</tbody>
</table>

M&E breakdowns currently remain the same and are listed below:

<table>
<thead>
<tr>
<th>M&amp;IE</th>
<th>$56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$9</td>
</tr>
<tr>
<td>Lunch</td>
<td>$13</td>
</tr>
<tr>
<td>Dinner</td>
<td>$29</td>
</tr>
<tr>
<td>Incidentals</td>
<td>$5</td>
</tr>
</tbody>
</table>

Mileage is currently $.565 per mile

For Per Diem rates in foreign cities, go to aoprals.state.gov/
Per Diem: Lodging

Per Diem lodging reimbursement will be based on the actual amount paid for the lodging provided it is as close as possible to the federal daily maximum for that location. When APHL reserves a room for a traveler using an APHL credit card, the traveler will not be charged and those spaces on the form will be left blank.

Other Reasonable Expenses

Reimbursement will be allowed for taxis, subway, bus, parking, etc. Car rental is discouraged and is not permitted without prior approval from APHL Headquarters for each individual request. Per Diem also includes a small incidental amount.

Instructions for filling out the APHL Expense Report Form

It is very important to completely fill out the Travel Expense Form and attach any necessary receipts. Original receipts are required for all expenses of $25.00 or more. Per Diem meal expenses do not require receipts. Please indicate on the form that the request is for Travel Reimbursement (check the space), and fill in the demographic information, purpose and dates of travel and cites traveling to and from. On the daily travel expense area of the form, fill in all expenses by each day of travel. Be sure to sign the form at the bottom with the date.

If you have included receipts in foreign currency, you should convert the expenses to US dollars on your travel reimbursement form. For consistency, please use OANDA (http://www.oanda.com/currency/converter/). OANDA offers the ability to obtain conversion rates for historical dates so a traveler can wait until after the trip has occurred to obtain the conversion rates and complete a reimbursement request. Please keep the following things in mind regarding conversion rates when submitting for reimbursement.

- If the traveler used a credit card to pay for the expense being requested for reimbursement, OANDA is not necessary, and the traveler can use the conversion rate used by the credit card company. Documentation required would be a receipt for the expense plus the portion of the credit card statement showing the conversion.
If the traveler went to a bank or other currency conversion service company to convert US$ into cash in the foreign currency in order to pay for travel expenses in cash, OANDA is not necessary. The traveler can use the conversion rate used by the bank or other currency conversion service company. Documentation required would be a receipt for the expense plus a receipt for the conversion.

If the traveler is using OANDA:

- Use the date the expense occurred to determine the conversion rate on that date.
- Convert the amount of the expense rather than the conversion of one US$. For example, if the expense was for 350 ZAR (South African Rand), type 350 in the Amount of the Currency I Have box, and then convert to US$. Please see a screen shot of this example below. October 7, 2012 was used as the historical conversion date.
- Print out the OANDA conversion, and submit it with the payment request as supporting documentation.

The best way to submit a travel reimbursement form is by email to APHL. In lieu of a signed invoice, when you email your form please type the following in the body of the email: “I give permission for the submission of this invoice on my behalf without my signature.” You will receive an email confirmation that APHL received your travel reimbursement form.
# Expense Report

**Purpose of Expense:**
- [ ] Travel Reimbursement
- [ ] Check Request
- [ ] Travel Advance

### Part A: Travel Reimbursements and Travel Advances

**Type of Traveler:**
- [ ] Member
- [ ] Staff
- [ ] Consultant
- [ ] Fellow
- [ ] Other
- [ ] Speaker

**Destination City & State:**
- 

**Departure Date:**
- 

**Return Date:**
- 

**Fed. Domestic Per Diem M&I:** $ __________

**Fed. International Per Diem M&I:** $ __________

**Fed. Domestic Per Diem Lodging:** $ __________

**Fed. International Per Diem Lodging:** $ __________

**APHL Account Code:**
- 

**Name (make payable to):**
- 

**Address:**
- 

**City:**
- 

**State:**
- 

**Zip:**
- 

<table>
<thead>
<tr>
<th>Dates of Travel</th>
<th>Expense</th>
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<tr>
<td>Breakfast (per diem)</td>
<td>$ -</td>
</tr>
<tr>
<td>Lunch (per diem)</td>
<td>$ -</td>
</tr>
<tr>
<td>Dinner (per diem)</td>
<td>$ -</td>
</tr>
<tr>
<td>Incidents (per diem)</td>
<td>$ -</td>
</tr>
<tr>
<td>Lodging (per diem)</td>
<td>$ -</td>
</tr>
<tr>
<td>Airfare</td>
<td>$ -</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>$ -</td>
</tr>
<tr>
<td>$0.565 X ________ miles</td>
<td>$ -</td>
</tr>
<tr>
<td>Parking</td>
<td>$ -</td>
</tr>
</tbody>
</table>

**Total Reimbursable Expenses:** $ __________

**Less Travel Advance Received:**
- 

**Total Part A Due to Traveler:** $ __________

### Part B: Check Request and Additional Travel Expense

**Description and Business Purpose of Expense**
- 

**Expense Amount**
- 

**Account Code**
- 

**Total Part B Check Request** $ __________

**Total Check Amount Parts A & B** $ __________

### Special Instructions:

I certify that the above information contained in the claim is true and correct and that I am not being reimbursed for any of the above expenses from another public or private source. I also certify that I have no outstanding receipts over 45 days old due to APHL.

**APHL Staff Liaison:**
- 

**Date Due to APHL:**
- 

**Requester Signature:**
- 

**Date:**
- 

**APHL Approval Signature:**
- 

**Date:**
- 

 Association of Public Health Laboratories, 8515 Georgia Avenue, Suite 700 Silver Spring, MD 20910
APHL TRAVEL POLICY

Reasonable travel expenses for APHL volunteers, staff, and other authorized individuals will be reimbursed in accordance with this policy. Exceptions to this policy can be made only at the discretion of the Executive Director and may require additional documentation. APHL retains the right to refuse reimbursement for travel expenses that do not comply with this policy. Questions regarding this policy may be directed to the Accounting Department, or the Executive Director at 240-485-2745.

Time Frame for Reimbursement
All travel claims must be submitted to APHL on an APHL Travel Reimbursement Form within 45 days of travel. Payments will be made within 30 days of receipt of reimbursement request unless additional clarification or approval is needed.

Transportation
It is important that individuals travel as economically as possible.

Air Travel: all air transportation must be ticketed through APHL's official travel agency. Travelers must travel using economy class only. Travel via the most economical method possible except in cases of excessive lay-overs or circuitous routing. If travel is federally-funded, travelers must use US-flag carriers. APHL will reimburse travelers for one checked bag fee provided that a receipt is provided. Airline preference can be honored only if it does not increase the cost of the ticket. Authorized tickets will be directly billed to APHL.

- Train: cost of rail by the most direct route, not to exceed the cost of the most direct economy air route.* Authorized tickets must be booked through APHL's official travel agency and directly billed to APHL. Travelers must submit the ticket receipt upon completion of travel.
- Private Automobile: individuals driving their own privately-owned automobiles will be reimbursed at the current government rate per mile, not to exceed the cost of the most direct economy air route.*

*total inclusive of transportation costs and any additional per diem expenses

Per Diem: Meals
APHL will reimburse individuals travelling on association-related business for meals and incidental expenses at the federal government for that locale. Amounts in excess of the per diem rate for that meal will not be reimbursed. Only meals that occur during travel will be reimbursed. To find the most current per diem rates, visit the following sites:

GSA Domestic Travel Per Diems at http://www.gsa.gov/portal/content/104877
State Department International Travel Per Diems at: http://aoprals.state.gov/web920/per_diem.asp

If meals are included in a function, the traveler must make note of this on the Travel Reimbursement Form. The value of each meal as determined by federal guidelines will be deducted from the per diem reimbursement.

Per Diem: Lodging
Individual travelers should make every effort to book hotels using APHL's authorized travel agency. If the traveler chooses to make his/her own arrangements, per diem lodging reimbursement will be based on the actual amount paid for the lodging provided it does not exceed he federal daily maximum for that location. Exceptions must be approved by the appropriate budget authority.

Other Reasonable Expenses
Reimbursement will be allowed for taxis, subway, bus, parking, etc. Car rental is discouraged and is not permitted without prior approval from APHL Headquarters for each individual request. Porters are allowed when transporting business materials at a rate not to exceed 22.00 per box. All requests for mileage reimbursements of any kind must be supported by a map (Google Maps, MapQuest) showing the start point, end point and total miles.

Receipts
PLEASE NOTE: Original receipts are required for all expenses of $25 or more. Per diem meal expenses do not require receipts.

As of 04/01/2013
To request a copy of this travel manual, or to make copies of expense or other forms from the manual, email global.health@aphl.org.