**Rollins School of Public Health**  
**International Travel Checklist**

**RSPH Approval Process:**
1. Enter data in Compass Travel and Expense Center  
2. Do NOT submit, but instead, “SAVE FOR LATER”  
3. Bring barcode sheet & all receipts & supporting documentation to RSPH Business Services  
4. Submitted documents will be reviewed. When signature approvals have been provided, RSPH Business Services will e-mail you asking you to "SUBMIT" in Compass.  
5. We will have your paperwork delivered to Emory University Accounts Payable that day.  
6. Once workflow approvals are completed in Compass, payments will be issued

**Required Signatures:**  
- Signature of the person requesting reimbursement - __________________________  
- PI Signature for Sponsored Program Expenses - _______________________________  
- Dept Chair Signature for Dept Smartkey Expenses - ____________________________  
- RSPH Business Services - __________________________________________________  
- RSPH Finance/Grants Management - ________________________________________

**Type of smartkey to be charged for these expenses**
- Department: Educational and General (Operating Funds)  
- Grant-Sponsored Funds  
- Faculty "discretionary funds" or development funds  
- Gift or endowment funds

**Required Information:**
- Compass Expense Report Bar Code Sheet Printed Out  
- Expense Report Number - __________________________  
- Smartkey(s) printed out  
- Total Amount of Travel Reimbursement - __________________________  
- Dates, destination, and name of conference or meeting have been provided  
- Airfare itinerary with dollar amount and airfare class included  
- Airfare was booked w/required airfare agencies and complies w/Fly America Act  
- Hotel bill w/itemized charges is attached (unallowable charges must be deleted)  
- Itemized meal receipts attached  
- (IRS regulation-names of attendees required for business meals w <10 attendees)  
- Or if perdiem is used - prorate 75% for travel days to and from destination  
- Use State Dept per diem link for daily rate: http://www.state.gov  
- All other receipts attached (taxis, public transit, parking, car rental, registration)  
- Receipts are converted to USD based on exchange rate at: http://www.oanda.com  
  (Include a copy of rate quote for that day from the OANDA site)  
- A Lost or Destroyed Receipt Affidavit Form completed for all missing receipts  
- Personal Auto Mileage reimbursement is .50/mile  
  (provide MapQuest or Google data to document the # of miles)  
- Alcohol has been categorized separately from meal expenses  
  (alcohol is not an allowable expense with sponsored program funds)  
- For international travel account 56030 has been applied to all expense lines  
  except alcohol and registration fees  
  (for those expenses, use the default account code supplied by Compass)  
- A clear business purpose for the expenses has been provided