

## **International Travel**

All international travel must be approved by the Commissioner of Administration prior to departure, unless specific authority for approval has been delegated to a department head. Requests for approval must be accompanied by a detailed account of expected expenditures (such as room rate/date, meals, local transportation, etc.), and an assessment of the adequacy of this source to meet such expenditures without curtailing subsequent travel plans.

International travel will be reimbursed the Tier IV area rates for lodging and meals, unless U.S. State Department rates are requested and authorized by the Commissioner of Administration prior to departure. Receipts are required for reimbursement of meals and lodging claimed at the U.S. State Department rates.