International and US Territories Lodging and Meals

When processing travel for international/Territories trips, TEM per diem calculation option cannot be used. Please choose option ‘No’ on this window.

To determine the correct per diem reimbursement amount, refer to the U.S. Department of State website:

International Website:
http://aoprals.state.gov/web920/per_diem.asp

US Territories:
http://www.defensetravel.dod.mil/site/perdiemCalc.cfm

Include the screen-shot as an attachment to document per diem information retrieved from the website.

Make sure only the October 1 and April 1 subsistence files should be used to locate the M&IE rate.

In TEM, under the expense type “Intl-Meals (Allowed/Actual)” enter the allowable meals. Deduct any provided meals, if applicable. In order to calculate the amount per day when meals are provided, please use the calculator provided on the Travel website.

If you prefer to do the calculations yourself, the following are the percentages for each meal.

- Breakfast      - 15%
- Lunch          - 35%
- Dinner         - 50%
The State of Kansas authorizes reimbursement of the actual lodging expenses to the traveler for international travel. To enter lodging, the expense type “Intl- Travel Lodging (Actual)” should be used. Lodging can be processed as a single line transaction or itemized by day. If you choose to list the transaction in an itemized format, the recurrence option can be used to replicate each line of lodging expense.

Enter the first night’s lodging. Prior to saving, click on the recurrence button.

This pop up window will appear on your screen.

Enter the dates of the first and last night, then select ‘Copy.’ An expense will be added for each night of lodging when you save the transaction.