



INTERNATIONAL TRAVEL REIMBURSEMENTS

- Approval is required in advance of travel using the on-line NEISD Professional Travel System in the Employee Portal
- Itemized receipts are required for both local and federal funds
- Receipts are required to be legible
- Translate foreign language items on receipts into English. This eliminates the need for questions later.
- Per diems can be found via this link:
https://aoprals.state.gov/web920/per_diem.asp
- Submit the webpage used to find exchange rates with the supporting documentation. NEISD does not have a preferred exchange rate website. Suggestions are xe.com, oanda.com, exchange-rates.org.