

UCAR /NCAR Travel Policies

****Important International Travel Policy change: Effective 4/7/08 - please click [here](#)****

International Travel

Travel originating in the United States or its possessions to a location other than the U.S. and its possessions, and all travel originating in a location outside the U.S. and its possessions. (Mexico and Canada are considered international travel destinations.) All air travel must be compliant with the Fly America Act when using U.S. Government Funds.

Travel Agencies

Boulder Travel Agency is the only agency authorized to direct bill UCAR for booking travel arrangements.

All Non-UCAR employees must book all U.S. Government funded international travel through the UCAR contracted agency, Boulder Travel.

Fares

Standard coach class or lower air fares are to be used for air travel on UCAR business.

Reimbursable Expenses

Local transportation to and from the home airport (including private auto miles at the rate of \$0.55 US per mile), airport parking and **one** safe phone call home are reimbursable expenses. All expenses over \$50 US must be documented by receipts.

Meals and Incidentals (Per Diem)

Per diem for air travel days is reimbursed at the rate of \$29.25 US per day or \$58.50 US per round-trip. Per diem for workshop days will be reimbursed at the rate of \$88/day (subject to change). The day prior to the workshop and the day after the workshop are eligible for per diem reimbursement. Provided meals will be deducted from per diem at the rate of .25/per diem per meal.

HELPFUL SITES FOR NCAR-SUPPORTED TRAVELERS

- U.S. State Department [Foreign](#) Per Diem Schedule for 2009
- [Oanda Currency Exchange Calculator](#)
- [World Clock](#)
- Online language [Translator](#)

RELATED INFORMATION

- [Airline Toll-free Numbers and Websites](#)
- [Area Code Look-up](#)
U.S. and Canadian Area Codes
- [AT&T City and Country Code Look-up](#)
- [Centers for Disease Control and Prevention Travel Information Page](#)
Information on numerous cities in the U.S. and around the world.
- [Goggle](#) Maps
Interactive maps and more.
- [The Electronic Embassy](#)
Listing of foreign embassies in Washington, D.C.

- [The Embassy Page](#)
Listing of embassies in the U.S. and around the world.
- [U.S. State Department of Consular Affairs](#)
State Department travel warnings, consular information sheets, travel publications, U.S. passport and U.S. visa information.
- [Foreign Visa Information](#)
Foreign Entry Requirements for U.S. Citizens traveling to other countries.
- [The World Factbook](#)