



B A S I S

International Travel Procedures

Step 1: Have All Travel Pre-Approved.

- You should list and budget for all expected international travel in your annual work plan and budget. Submit an International Travel Approval Request form with your annual work plan and budget as a travel summary for approval. BASIS approval of the annual work plan and budget includes approval of all proposed travel included in the work plan and budget.
- For any international travel NOT included in your annual work plan (per the International Travel Approval Request Form), a request for approval must be sent to basis@ucdavis.edu five weeks in advance. Approval decisions will be made on a case-by-case basis. **Any international travel NOT pre approved (either in the work plan & budget or via emailed approval request) may not be reimbursed.** Requests for travel pre-approval should include basic information including name(s) of traveler(s), destination(s), dates, and purpose of trip(s).

Step 2: Arrange Travel.

- To comply with USAID guidelines, sub awards must use United States air carriers whenever possible and reasonable.
- If you do not think travel via a US carrier is possible and reasonable, confirm by comparing your individual situation against the Fly America Act: <http://www.tvlon.com/resources/FlyAct.html>. Each sub award institution is responsible for ensuring compliance with the Fly America Act and documentation of justification of use of a non-US carrier.
- If you determine that you can justify use of a non-US carrier in compliance with the Fly America Act, **keep all appropriate documentation and evidence of the justification, which must be made available to BASIS AMA CRSP upon request.**
- Before travel begins, check the United States government's Per Diem Rates for foreign locations (http://aoprals.state.gov/web920/per_diem.asp) to ensure you do not exceed the maximum international per diems in your destination country. **Any per diem related expenses above the maximum international per diem for the relevant country may not be reimbursable.** We recommend you keep all appropriate documentation of compliance with relevant maximum per diems, which may be required by BASIS AMA CRSP in case of audit.

- If you would like to meet with USAID country mission personnel while traveling, which we **strongly** encourage, and you would like BASIS to help facilitate arranging that meeting, please let us know via basis@ucdavis.edu.

Step 3: Return and Report.

- Within four weeks of the return, submit a trip report summarizing the accomplishments of the trip to basis@ucdavis.edu. Guidelines for the trip report are available on the BASIS website, under “Information for Researchers”.
- If several individuals are traveling together to one site, a single report on behalf of the group is all that is needed.
- The report should include participants, trip purpose, activities, observations, progress updates, suggestions and recommendations for follow up (if appropriate), and a list of contact persons with title and organization affiliation.

If you have any questions, please feel free to contact us at (530) 752-7252 or basis@ucdavis.edu.