**PIC Policies on Reimbursable Travel Expenses**

Updated April 2017

PIC abides by all policies on reimbursements for GVSU travel-related expenses, including the per-diem rates and processes for reimbursement using approved GVSU TEV forms (Travel & Expense Vouchers). For direct links on travel and travel reimbursement policies, consult the information provided by the GVSU business office, at: <http://www.gvsu.edu/busfin/travel-29.htm>

**Passports**

PIC grants may not be used to apply for or renew passports. This is a personal expense that you as a traveler must bear.

**Visas/visa application fees**

An entrance visa is required for you to travel to some countries as part of GVSU-related international travel. The cost of the visa, and visa application expenses, may be reimbursed by funds from a PIC grant. Make sure to retain receipts and other documentation to submit with your TEV.

**Clothing**

Though some destinations may require special clothing, for climate reasons or for cultural norms, PIC grant funds may not be used to reimburse GVSU faculty or staff for the cost of clothing or hats necessary for travel to an international destination.

**Vaccinations/medications**

Certain international destinations require most travelers to obtain pre-departure vaccinations and/or prescription medications. Most of the high-deductible insurance plans that cover most full-time GVSU employees (e.g., Priority Health) cover (or count towards the personal/family deductible) expenses incurred for travel-related medications or vaccinations. There are two notable exceptions: Yellow Fever and Typhoid vaccinations.

* The following are not reimbursable with funds from a PIC grant:
	+ Over-the-counter medications or supplies, including sleep aids, pain relievers, bandages, personal hygiene products.
	+ Prescription sleep or pain relief medications
	+ Vaccinations or medications required for normal preventative care (e.g., tetanus shots)
	+ Medications or vaccinations that are covered by your university-provided health insurance plan
	+ Cost or co-pays for a visit to a physician, even if it is to obtain a prescription for travel-related medication
* The following may be reimbursable with funds from a PIC grant:
	+ The actual out-of-pocket expenses for travel-required medications and vaccinations (e.g., yellow fever vaccination to Ghana). In order to be a reimbursable medical expense as part of a PIC grant, you must first
		- Use your health insurance prescription card at the time of purchase. That is, the patient must present/use the prescription plan to purchase the medication. Usually, the GVSU-provided prescription coverage will ensure a discount price for the medication.
		- Ensure that the medication or vaccination is one of those required (not merely recommended) by the CDC for travel to that destination. Consult [www.cdc.gov](http://www.cdc.gov)
* For vaccinations or medical care that is convenient and relatively inexpensive (and part of GVSU), please consider the GVSU Family Health Clinic, on Sheldon Blvd., downtown Grand Rapids. The clinic also carries medicines for yellow fever and typhoid, but you may need to order ahead; these will probably be an out-of-pocket expense. Travelers should consult their personal physicians for prescriptions for anti-malarial drugs—which can then be ordered and picked up from most pharmacies. For additional information on the GVSU Family Health Clinic consult their website: <http://www.gvsu.edu/fhc/travel-health-and-immunizations-42.htm>
* PIC will not reimburse for vaccinations at a cost that is higher than the current charge at the GVSU health clinic. For example, in October 2014 the rate for a yellow fever vaccine was a total of $162 ( $113 for the vaccination; $24 admin. fee; $25 office visit fee).
* Recommended vaccinations and medicines. PIC will only reimburse for those that are required (by the destination country) to enter a particular country. But there will likely be medications or vaccinations that the CDC recommends for US-based travelers to many destinations. PIC does recommend that you educate yourself as a responsible traveler and ensure that you are getting the appropriate vaccinations and medications appropriate to your destination, even if not reimbursed by PIC or another GVSU unit [e.g., anti-malaria medication is essential to many countries/regions, as is a typhoid vaccination)

**Certain Equipment and Materials**

If the in-country travel, student group travel, or research projects require special equipment for use in completing the international project, most of those expenses may be reimbursed with funds from a PIC grant. Of course, receipts or appropriate documentation is required, per GVSU Accounting Office policy.