

**ARIZONA BOARD OF REGENTS  
POLICY MANUAL**

3-604      Reimbursement to Overseas Personnel for Personal Loss

Revision Dates

6/11/2026, 3/12/1983 (adopted; effective 5/1/1983)

Certain programs in the Arizona University System may require some employees to spend prolonged periods of time in foreign countries. Conditions may arise that require university personnel to evacuate a country under circumstances that make it impossible for the employees to take personal property with them. These employees may submit claims for reimbursement for personal property abandoned in a foreign country provided the following criteria are met:

- A. The employee must be in the country on assigned official business of the university.
- B. Departure from the country must be as a result of a United States Department of State ordered evacuation of U.S. citizens.
- C. Claims for reimbursement must be supported by shipping documents showing shipment of the items to the foreign country. Claims for items purchased in the country must be supported by proof of purchase.
- D. No reimbursement will be made for items covered by personal insurance.
- E. Reimbursement will be made in accordance with the amounts specified in the table of maximum amounts allowed, as outlined in 14 FAM 640 of the U.S. Department of State's Foreign Affairs Manual.
- F. Reimbursement must be made from funds available under the contract or grant which required the employee's presence in the foreign country and in no case will be made from general university funds.

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Policy History

3/12/1983      The Policy Manual was adopted by the Board to be effective 5/1/1983.

6/11/2026      Policy revision approved by the Board on second reading.

Related Information

See 3/12/1983 meeting minutes.