



Standard Administrative Procedure (SAP)

24.99.99.L0.01 Foreign Travel Procedures

First Approved: January 15, 2014
Revised: March 21, 2019
Next Scheduled Review: March 21, 2024

Procedure Statement and Reason for Procedure

The purpose of this SAP is to provide procedures for the approval of foreign travel by employees conducting Texas A&M International University (TAMIU) business or research.

Procedures and Responsibilities

1. GENERAL

- 1.1 All foreign travel by TAMIU employees on TAMIU business must be approved in advance by the required departments. Submission of the [Foreign Travel Request Form](#) is required for all foreign travel 30 days prior to departure.
- 1.2 It is the responsibility of every TAMIU employee to check his/her foreign destination for any travel warnings when requesting approval for foreign travel.
- 1.3 TrainTraq course #2111728 - *International Travel Safety: Safe Passage Presentation* must be completed prior to travel being approved. Proof of completion must be submitted with the [Foreign Travel Request Form](#). Completion of TrainTraq course #2111728 is valid for 3 years.
- 1.4 Expedited approval may be available for unanticipated travel if foreign travel is necessary to accomplish the mission of TAMIU.

2. FUNDING

- 2.1 TAMIU generally does not permit the use of State funds (funds appropriated by the General Appropriations Act and held within the State Treasury in accounts numbered 1xxxxxx) for foreign travel. In instances where State funds will be used, a [Foreign Travel Request Form](#) must be completed and routed through the appropriate channels (department head, dean, Safety/Risk Manager, Export Controls Empowered Official, appropriate vice president, and Provost) far enough in advance of the anticipated trip to allow the President a minimum of 30 days to review and approve the request prior to the specified travel dates.
- 2.2 In instances where foreign travel is to be paid from funds other than State funds, a [Foreign Travel Request Form](#) must be completed and approved in advance by the supervisor or department head, dean, Safety/Risk Manager, Export Controls Empowered Official, the appropriate vice president, Provost, and President.
- 2.3 Personal Benefit – In accordance with State travel reimbursement guidelines, expenses for foreign travel may only be reimbursed for travel supporting TAMIU business. Any personal benefit from an employee’s participation in foreign travel must be solely incidental to the official purpose of the travel. It is the obligation of both the individual employee who is traveling and his/her supervisors to ensure that all foreign travel conforms to this mandate.

3. TRAVEL WARNINGS

If the country/region to be traveled to is listed by the Texas A&M University System (System) Office of Risk Management as an extreme risk, the System [International Travel Questionnaire for Extreme Risk Countries](#) MUST be completed and submitted for approval. If the System Office of Risk Management does not approve travel, TAMIU executive management may still approve travel if deemed critical to the mission of TAMIU.

4. RESOURCES

- 4.1 Lists of countries for which there are current travel warnings may be accessed from the System Office of Risk Management’s document called [Country Risk Summaries](#).
 - 4.1.1 If a travel warning is issued for the destination country, please see Section 3 for approval requirements.
- 4.2 Prior to travel, all travelers are encouraged to review U.S. State Department public announcements, consular information sheets, and alerts, such as [Your Safety is Our Priority: International Travel](#), for pertinent information.

5. FORMS

Required foreign travel forms are available from the Business Office website under [Travel Guidelines](#).

Related Statutes, Policies, Regulations, or Rules

[System Regulation 21.01.03, Disbursement of Funds](#)
[General Appropriations Action, Article IX, Part 5](#)

Definitions

Foreign Travel – Travel by a TAMIU employee outside the continental United States including Mexico and Canada. Travel to any U.S. territory such as, but not limited to, Guam, Puerto Rico, and the US Virgin Islands is not considered foreign travel. *For funding and reimbursement purposes only*, travel to Canada, Mexico or any state or possession of the U.S. is considered domestic, out-of-state travel.

Travel Warning/Extreme Risk – A warning issued by the System Office of Risk Management that identifies countries and regions that are considered an extreme risk. These warnings can be found on the System Office of Risk Management’s document called [Country Risk Summaries](#).

Contact Office

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