Standard Administrative Procedure Statement

The purpose of this SAP is to provide procedures for the approval of foreign travel by employees to conduct University business or research.

Definitions

**Foreign travel** - Travel by a university employee outside the United States including Mexico and Canada. Travel to any US 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 United States is considered domestic, out-of-state travel.

**Travel Warning/Extreme Risk** - A warning issued by the Texas A&M University System Risk Management to describe long-term, protracted conditions that make a country dangerous or unstable or short short-term conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens. These warnings can be found at: [http://www.tamus.edu/offices/risk/international-travel-risk-status/](http://www.tamus.edu/offices/risk/international-travel-risk-status/).

Procedures and Responsibilities

1. **GENERAL**
   1.1. All travel by University employees and students on University business must be approved in advance by the president. Submission of the Foreign Travel Request form is required for all foreign travel 30 days prior to departure.
   1.2. Student foreign travel involving graduate and undergraduate students must comply with the provisions of [Student Travel Rule 13.04.99.L1: Student Travel](http://www.tamus.edu/offices/risk/international-travel-risk-status/) and [Standard Administrative Procedure 13.04.99.L1.01: Student Travel](http://www.tamus.edu/offices/risk/international-travel-risk-status/), in addition to section 3.2 below. Students may not travel to an extreme risk country or region under a travel warning. Students travelling abroad must have insurance coverage.
   1.3. It is the responsibility of every University employee and student to check his/her foreign destination for any Travel Warnings when requesting approval for foreign travel.
   1.4. TrainTraq course #2111728 *International Travel Safety: Safe Passage* must be completed prior to travel being approved. Proof of completion must be submitted with the Foreign Travel Request form. The TrainTraq course #2111728 is valid for 3 years.
1.5. Expedited approval may be available for unanticipated travel if foreign travel is necessary to accomplish the mission of the department, please contact the Office or Risk Management for guidance.

2. FUNDING

2.1. The University generally does not permit the use of state funds, those funds appropriated by the General Appropriations Act and held within the State Treasury (Accounts 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 control empowered official, appropriate Vice President and President) far enough in advance of the anticipated trip to allow the Chancellor a minimum of thirty (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 control empowered official, the appropriate Vice President and President.

2.3. Personal Benefit – In accordance with state travel reimbursement guidelines, expenses for foreign travel may only be reimbursed for travel supporting University 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

3.1. Employee Travel

3.1.1. An employee will not be required to travel on University business to a country that is subject to a Travel Warning.

3.1.2. Regardless of the funding source, foreign travel by an employee electing to travel on University business to a country subject to a Travel Warning must have approval in advance by the University President, regardless of the employee’s citizenship. The approval authority relating to Travel Warnings may not be delegated.

3.1.3. If the country/region to be traveled to is listed as an extreme risk by System Risk Management the extreme risk questionnaire MUST be completed.

3.2. Student Travel

3.2.1. All students traveling to a foreign country will be governed by the Student Travel Rule 13.04.99.L1: Student Travel and Standard Administrative Procedure 13.04.99.L1.01: Student Travel.

3.2.2. Travel Warnings

3.2.2.1. Travel by undergraduate students will not be approved when the travel is to any foreign country that is under a Travel Warning.

3.2.2.2. No student may travel to any country or region classified as extreme risk by System Risk Management.

4. RESOURCES

4.1. Lists of countries for which there are current Travel Warnings may be accessed through the System Risk Management website.

4.1.1. The System Risk management website should be checked weekly until the date of travel.

4.1.2. If a warning is issued for the destination country, please see section 3.1 for the approval requirements.
4.2. All travelers are encouraged to review State Department Public Announcements, State Department Consular Information Sheets and Alerts at http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html for pertinent information prior to travel.

4.3. It is recommended that employees traveling to foreign countries register their travel with the U.S. Embassy in the country to which travel will occur.

**Related Statutes, Policies, Regulations, Rules or Requirements**

- System Regulation 21.01.03, Disbursement of Funds
- State Statute: Section 5.03 (c) Article IX, General Appropriations Act of the 81st Legislature of the State of Texas.
- Foreign Travel Request Form

**Contact Office**

Environmental Health and Safety | 956-326-2756