

## STANDARD ADMINISTRATIVE PROCEDURE

### 21.01.03.M0.02 Foreign Travel

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### Standard Administrative Procedure Statement

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Texas A&M University recognizes the need for its employees and students to travel abroad on official university business. This procedure sets out the process for obtaining prior approvals for foreign travel, funding information, and additional requirements when travel is to a destination included on the Texas A&M University System Travel Advisory List (Travel Advisory List). This document also outlines prohibited travel and reporting requirements.

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### Official Procedure

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#### 1. GENERAL

- 1.1. All travel by university employees and students on university business must be approved in advance.
- 1.2. Foreign travel is defined as travel outside the United States. 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.
- 1.3. Student foreign travel involving graduate, professional, and/or undergraduate students must comply with the provisions of [University Rule 13.04.99.M1](#), [Student Travel](#) and [Standard](#)

[Administrative Procedure 13.04.99.M1.01, \*Student Travel Procedures\*](#), in addition to section 3 below. It is the responsibility of every University employee and student to check their foreign destination against the [Travel Advisory List](#). Destinations that pose high-to-extreme safety and security risks require enhanced approval as outlined in section 3.

## 2. FUNDING

### 2.1. Foreign Travel Using State Funds

It is the University's preference that state funds, those funds appropriated by the General Appropriations Act and held within the State Treasury (Accounts 1XXXXXX and 29XXXXX), not be used in support of foreign travel. In instances when state funds are used, approved travel request form(s) must be completed and routed through the appropriate channels: unit head, dean, Faculty Affairs (for faculty travel only) and to the appropriate vice president for approval in advance of the travel.

### 2.2. Foreign Travel Using Funds Other Than State Funds

In instances when foreign travel is to be paid from funds other than state funds, approved travel request form(s) must be completed and approved in advance by the appropriate vice president (non-academic units), or the appropriate dean (academic units). Approval authority may be delegated by a vice president (non-academic units) to an associate or assistant vice president, or department head; or by a dean (academic units) to an associate or assistant dean, or to a department head. Approval authority may not be further delegated.

### 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 or her supervisors to ensure that all foreign travel conforms to this mandate.

## 3. TRAVEL TO COUNTRIES ON THE ADVISORY LIST

3.1. Undergraduate students are not permitted to travel on university business to extreme risk countries or high risk regions on the Travel Advisory List.

3.2. An employee or student may not be required to travel on university business to a country or region on the Travel Advisory List.

3.3. Regardless of the funding source, an employee or student electing to travel on university business to a country or region on the Travel Advisory List must have approval in advance by the university President, or designee, regardless of the employee's or student's citizenship. Any delegation of the President's approval authority relating to travel to countries or regions on the Travel Advisory List, must be in writing and may not be further delegated.

### 3.4. Enhanced Approval Process

- 3.4.1. Travel to an extreme risk country or a high risk region on the Travel Advisory List must be approved as mission-critical by the appropriate dean or vice president.
- 3.4.2. The Division of Risk, Ethics & Compliance is responsible for conducting a risk assessment and for making a recommendation for or against final approval to the President, or designee.
- 3.4.3. Travelers should submit all required documentation at least six weeks prior to departure to enable completion of the review and approval process.

## 4. ADDITIONAL RESOURCES

- 4.1. Employees and students traveling on university business or traveling with university property are responsible for complying with export control laws and regulations when traveling outside the United States. An export license may be required depending on which items are taken, which countries are visited, or whether defense services are provided to a Foreign Person, as defined under export control laws and regulations. The traveler or the traveler's supervisor should contact the Export Control Office with any export control concerns. (see, [University Rule 15.02.99.M1, Export Controls Program Management](#)).

## 5. TRAVEL TO COUNTRIES OF CONCERN

- 5.1. For the purposes of the procedure, all professional travel to a [Country of Concern](#) is subject to the enhanced approval process outlined in section 3.4 and below..
  - 5.1.1. Texas A&M University Research Security and Export Controls (RESEC) will facilitate the reviews and approvals required by Texas A&M University System Regulation 15.05.04.
  - 5.1.2. Requests must be submitted through Emburse with adequate time to ensure they are received by RESEC a minimum of 30 days prior to the proposed departure date.
- 5.2. All university employees must report personal travel to any country of concern.
  - 5.2.1. Prior to travel an employee must report their travel plans using the Certification of Personal Travel to a Foreign Advisory form in Workday.
  - 5.2.2. Upon return, an employee must complete the post-travel brief task in Workday.

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### **Related Statutes, Policies, or Requirements**

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[System Regulation 21.01.03, Disbursement of Funds](#)

[GA 48 Relating to Hardening of State Government](#)

[University Rule 13.04.99.M1, Student Travel](#)

[Standard Administrative Procedure 13.04.99.M1.01, \*Student Travel Procedures\*](#)

[University Rule 15.02.99.M1, \*Export Controls Program Management\*](#)

[System Regulation 15.05.04 High Risk Global Engagements and High Risk International Collaborations](#)

[University Rule 15.05.04.M1, High Risk Global Engagements and High Risk International Collaborations](#)

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**Contact Office**

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[Division of Risk, Ethics, and Compliance](#)