

UNIVERSITY RULE

21.01.03.M1

Foreign Travel

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Rule Statement

Texas A&M University recognizes the need for its employees to travel abroad to conduct university business and/or research. This rule enumerates the procedures for obtaining prior approvals for travel, funding information and additional requirements that may become necessary when travel is to a destination under a Travel Warning.

Official Rule

1. GENERAL

- 1.1 All travel by university employees and students on university business must be approved in advance. Submission of the Foreign Travel Request Form is required for all foreign travel.
- 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 and undergraduate students, in addition to section 3.2, 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](#).
- 1.4 It is the responsibility of every University employee and student to check their foreign destination for any Travel Warnings/Alerts when requesting approval for foreign travel.
 - 1.4.1 Travel Warnings, as defined by the U.S. Department of State, are issued to describe long-term, protracted conditions that make a country dangerous

or unstable. A Travel Warning is also issued when the U.S. Government's ability to assist U.S. citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.

1.4.2 Travel Alerts, as defined by the U.S. Department of State, are issued to disseminate information about short-term conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert.

2. FUNDING

2.1 Foreign Travel Using State Funds

It is the University's preference that use of state funds, those funds appropriated by the General Appropriations Act and held within the State Treasury (Accounts 1XXXXX and 29XXXX), in support of foreign travel should be avoided. It is the University's preference that state funds not be used in support of foreign travel. In instances when state funds are used, a [Foreign Travel Request Form](#) must be completed and routed through the appropriate channels (department head, dean, Dean of Faculties, 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 Foreign Travel Using Funds Other Than State Funds

In instances when 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 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 WARNINGS

3.1 Employee Travel

3.1.1 An employee may 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 A request for foreign travel to a country under a Travel Warning must be made by completing and signing an [Acknowledgement of Risk form](#). The current Travel Warning from the U.S. Department of State for the country the employee is traveling to must be printed and submitted along with the form. See travel warnings at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.

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.M1: Student Travel](#) and [Standard Administrative Procedure 13.04.99.M1.01: Student Travel Procedures](#). If a student is also a university employee, regardless of percent effort, he or she is required to comply with the terms of this rule (See section 3.1).

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 Graduate students traveling to a country under a Travel Warning must comply with the provisions of section 3.1 of this rule.

4. RESOURCES

4.1 Lists of countries for which there are current Travel Warnings and Alerts can be accessed through the State Department website at <http://travel.state.gov/travel>. The State Department website should be checked frequently until the date of travel. If a warning is issued for the destination country, please see section 3.1 of this rule for the approval requirements for countries under U.S. State Department Travel Warnings.

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. 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.

4.3 Texas A&M participates in a traveler support plan for university faculty, administrators, staff and students traveling abroad on university business. Individuals traveling abroad are strongly encouraged to review international travel

support plan information prior to departure.
http://finance.tamu.edu/contracts/travel_abroad.asp

Related Statutes, Policies, or Requirements

Supplements [System policy 21.01](#) and [System regulation 21.01.03](#)

Reference State Statute

Section 5.08 (i) Article IX, General Appropriations Act of the 79th Legislature of the State of Texas.

Contact Office

OFFICE OF RESPONSIBILITY: [Provost and Executive Vice President for Academic Affairs](#)