STANDARD ADMINISTRATIVE PROCEDURE

21.01.03.M0.02 Foreign Travel

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Standard Administrative Procedure Statement

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 Travel Advisory List.

Official Procedure

1. GENERAL

1.1 All travel by university employees and students on university business must be approved in advance. Submission of approved travel request form(s) 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, 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.
1.4 It is the responsibility of every University employee and student to check their foreign
destination against the Texas A&M University System Travel Advisory List (Travel
Advisory List) which includes countries and regions identified as extreme risk. (See
https://www.tamus.edu/risk/risksummary/).

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 1XXXXX 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 ADVISORY LIST

3.1 Undergraduate students are not permitted to travel on university business to countries or
regions on the Travel Advisory List. Any exception to this prohibition must be approved
by the President, or designee, as set out in section 3.3 below.

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, foreign travel by 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 A request for foreign travel to a country on the Travel Advisory List must be made by completing all approved travel request forms.

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).

Related Statutes, Policies, or Requirements

Supplements System Regulation 21.01.03

Contact Office

OFFICE OF RESPONSIBILITY: Division of Risk, Ethics, and Compliance