

## STANDARD ADMINISTRATIVE PROCEDURE

### 21.01.03.M0.02 Foreign Travel

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*Revised April 2, 2018*

*Next scheduled review: April 2, 2023*

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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 Travel Advisory List.

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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. 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 Travel Advisory List (Travel Advisory List) which includes countries and regions identified as extreme risk. (See, <http://travel.tamu.edu>).

## 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 29XXXX), 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 Prior to traveling, all travelers are encouraged to visit <http://travel.tamu.edu> which contains:

- Texas A&M University Travel Advisory List;
- University travel request forms;
- links to State Department travel advisories;
- information on enrollment in the Smart Traveler Enrollment Program (STEP);
- information on the Assistance Abroad Program (support plan for university faculty, staff and students traveling abroad on university business or Texas A&M sponsored international travel); and
- other resources to assist in foreign travel.

This website should be checked frequently until the date of travel.

- 4.2 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*).

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#### Related Statutes, Policies, or Requirements

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Supplements [System Regulation 21.01.03](#)

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#### Contact Office

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