

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 enumerates the process for obtaining prior approvals for foreign travel, funding information, and additional requirements when travel is to a destination under a U.S. Department of State Travel Warning.

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. Please see <http://travel.tamu.edu> for the current required forms.
- 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 for any U.S. Department of State Travel Warnings or Alerts

when requesting approval for foreign travel. (See <http://travel.state.gov/content/passports/english/alertswarnings.html>)

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, dean of faculties (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. U.S. DEPARTMENT OF STATE TRAVEL WARNINGS

3.1 An employee or a graduate, professional or undergraduate student may not be required to travel on university business to a country that is subject to a U.S. Department of State Travel Warning. (See, <http://travel.state.gov/content/passports/english/alertswarnings.html>)

3.2 Regardless of the funding source, foreign travel by an employee or a graduate, professional or undergraduate student electing to travel on university business to a country subject to a U.S. Department of State Travel Warning 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 U.S. Department of State Travel Warnings must be in writing and may not be further delegated.

- 3.3 A request for foreign travel to a country under a U.S. Department of State Travel Warning must be made by completing all approved travel request forms (see, <http://travel.tamu.edu> for the current required forms).

4. RESOURCES

- 4.1 Lists of countries for which there are current U.S. Department of State Travel Warnings and Alerts can be accessed at <http://travel.state.gov/content/passports/english/alertswarnings.html>. This website should be checked frequently until the date of travel. If a U.S. Department of State Travel Warning is issued for the destination country, please see section 3 of this procedure for the approval requirements.
- 4.2 All travelers are encouraged to review Department of State Public Announcements, Consular Information Sheets and Alerts at <http://travel.state.gov/content/travel/english/consularnotification.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 Assistance Abroad Program, a traveler support plan for university faculty, 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://travel.tamu.edu>

Related Statutes, Policies, or Requirements

Supplements [*System regulation 21.01.03*](#)

Contact Office

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