



Foreign Travel Procedure

Approved: September 13, 2017
Revised: February 18, 2019

Procedure Statement

Foreign travel conducted by faculty, staff and students of Tarleton State University for the purpose of official business, academic credit and research shall abide by the guidelines as established in this Standard Operating Procedure (SOP).

Reason for Procedure

The safety of all Tarleton faculty, staff and students is of the utmost concern. In an ever increasing mobile society where more people conduct international travel, considerations must be taken to protect travelers from the potential risks associated with such travel.

Procedures and Responsibilities

1. GENERAL

Tarleton's Department of Risk Management and Compliance (RMC) will perform the following functions to enhance the safety and well-being of faculty, staff and students when traveling internationally:

- 1.1. Review travel documentation to assist in the determination whether proposed travel is to an extreme risk country or region.
- 1.2. Secure accident medical and evacuation services insurance for faculty, staff and students when traveling internationally.
- 1.3. Upon request, review international travel contracts with vendors and service providers as it relates to insurance coverage requirements.

2. TRAVEL PROCEDURES

- 2.1. A Foreign Travel Form is submitted to, and approved through each manager, dean or director, executive director, vice president, and executive vice president, who deems the travel essential (critical to the mission of the university). The request must be submitted to the President's Office at least 45 calendar days (excluding university holidays) prior to the proposed travel date in an effort to procure the applicable insurance and so that members of the final travel roster have sufficient time to complete the training listed on the Foreign Travel Request Form.
- 2.2. The university generally does not permit the use of state funds, those funds appropriated by the General Appropriations Act and held within the State Treasury for foreign travel. In instances when state funds are used, approved travel request form(s) must be completed and routed through the appropriate channels: department head, director, dean, and to the appropriate vice president for approval in advance of the travel.
- 2.3. When final approval is obtained from the applicable division Vice President and the University President, the respective divisional administrative assistant will email the approved Foreign Travel Form and supporting documents to Travel, Export Controls, Accounting Services, Department of Risk Management and Compliance, Applicable Dean of College, Applicable Department Head, Applicable College Administrative Assistant. Copied on the email are the Manager of Academic Budgets & Faculty Records, and the Executive Assistant to the Associate Vice President of Academic Affairs.
- 2.4. The Office of Research & Innovation Export Controls representative will provide Export Controls information to the applicable traveler.
- 2.5. The RMC representative evaluates documentation to determine if proposed travel is to a location contained within The Texas A&M University System's International Travel Advisory List.
 - 2.5.1. If the travel is to an extreme risk country or region, Concur will automatically provide and require the traveler to submit an [International Travel Questionnaire](#) that is to be submitted within Concur for review. This Questionnaire is automatically submitted to System Risk Management for review. System Risk Management provides a listing of countries with current Travel Warnings. This listing can be viewed at:
<http://assets.system.tamus.edu/files/safety/pdf/travelrisk.pdf>
 - 2.5.2. If System Risk Management does not approve the travel, the President must approve the trip as essential to the university mission. Concur will automatically route the travel request back to Academic Affairs.

- 2.5.3. The Office of Academic Affairs will obtain President or designee authorization and will retain this record for three (3) years in accordance with record retention requirements. The Office of Academic Affairs will forward a request to the applicable Vice President if the travel is being sponsored within a division outside of Academic Affairs.
- 2.5.4. The Office of Academic Affairs will upload an email or memorandum into Concur providing evidence of secondary Presidential approval, which is routed, to System Risk Management.
- 2.5.5. System Risk Management will forward detailed travel reports to RMC to ensure applicable trip leaders traveling to extreme risk countries or regions are provided with the latest travel advisories for the location.
- 2.6. An RMC representative will review travel requests for faculty and staff, and student travel to international locations and procure the appropriate insurance.
- 2.7. An RMC representative will review the training records for faculty and staff, and student travel to verify the completion of required training:
 - 2.7.1. International Travel Safety training (TrainTraq Course #2111728) is required of all employees (faculty, staff, and student employees) and other non-students (auditors, guests, VIP's, etc.) every three years.
 - 2.7.2. U.S. Foreign Corrupt Practices Act (TrainTraq Course #2113639) is required of all employees (faculty, staff, and student employees) every three years.
 - 2.7.3. Export Controls training (TrainTraq Course# 2111212) is required of all employees (faculty, staff, and student employees) annually.
- 2.8. Trip Leaders and/or Departmental Sponsors are responsible for ensuring that all travelers complete the applicable training courses two business days prior to the scheduled departure.
- 2.9. An RMC representative will forward an email to the trip leader and associated department head, director, manager, etc. identifying those individuals that have completed the required training two (2) business days prior to the scheduled departure date. This communication will remind individuals of their responsibility to ensure all travelers have completed the required training prior to trip departure in accordance with A&M System requirements.
- 2.10. Individuals seeking information related to traveling abroad should contact the Office of International Programs & Study Abroad, the Office of Faculty Research and RMC for additional resources related to safety and security prior to the proposed travel.

2.11. Trip Leaders and/or Departmental Sponsors must forward lodging information to the RMC Clery Coordinator within 30 days of trip completion to RISKMG@tarleton.edu.

Definitions:

Foreign Travel – Travel outside the United States including Mexico and Canada. Travel to any United States territories and possessions; which are American Samoa, Guam, Northern Mariana Islands, Puerto Rico and the U.S. Virgin Islands is not considered foreign travel. *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.

Related Statutes, Policies, or Requirements

[Travel to Extreme Risk Countries](#)

System Policy [15.02, Export Controls](#)

Tarleton Rule [15.02.99.T1, Export Controls](#)

Contact Office

Risk Management and Compliance
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