



TEXAS A&M **INTERNATIONAL** UNIVERSITY

# Standard Administrative Procedure (SAP)

## 24.99.99.L0.01 Foreign Travel Procedures

First Approved: January 15, 2014  
Revised: March 15, 2019  
April 15, 2024  
Next Scheduled Review: April 15, 2029

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### Procedure Statement and Reason for Procedure

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The purpose of this SAP is to provide procedures for the approval of foreign travel by employees conducting Texas A&M International University (TAMIU) business or research.

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### Procedures and Responsibilities

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#### 1. GENERAL

- 1.1 All foreign travel by TAMIU employees on TAMIU business must be submitted via Concur. Submissions for all foreign travel are required a minimum of 30 days prior to departure. Please allow sufficient time for travel requests to route through the appropriate Concur workflow process for approvals. As per System Regulation 21.01.03, *Disbursement of Funds*, final approval by the President is required for all foreign travel prior to planned departure. Failure to receive such approval may result in partial or no expense reimbursement.
- 1.2 It is the responsibility of every TAMIU employee to check their foreign destination against the [Texas A&M University System Travel Advisory List](#), which includes countries and regions identified as extreme or high risk, prior to requesting approval for foreign travel.

- 1.3 Employees are strongly encouraged to take TrainTraq courses #2111728: *International Travel Safety: Safe Passage Presentation* and #2113639: *U.S. Foreign Corrupt Practices Act* prior to travel.
- 1.4 Expedited approval (e.g., within the 30 day submission period) may be available for unanticipated travel, if the foreign travel is necessary to accomplish the mission of TAMIU. All approvals must be secured before traveling.

## 2. FUNDING

TAMIU generally does not permit the use of State funds (funds appropriated by the General Appropriations Act and held within the State Treasury in accounts numbered 1xxxxxx) for foreign travel. In instances where State funds will be used, a foreign travel request must be completed and routed through Concur prior to travel.

- 2.1 In instances where foreign travel is to be paid from funds other than State funds, a foreign travel request must still be completed and approved in Concur prior to travel.
- 2.2 Personal Benefit – In accordance with State travel reimbursement guidelines, expenses for foreign travel may only be reimbursed for travel supporting TAMIU 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/her supervisors to ensure that all foreign travel conforms to this mandate.

## 3. TRAVEL WARNINGS

If the country/region to be traveled to is listed by the Texas A&M University System (System) Office of Risk Management as an extreme risk, the System [International Travel Questionnaire for Extreme Risk Countries](#) MUST be completed and submitted for approval via Concur. Failure to receive such approval may result in partial or no expense reimbursement. If the System Office of Risk Management does not approve travel, TAMIU executive management may still approve travel if deemed critical to the mission of TAMIU.

## 4. RESOURCES

- 4.1 Lists of countries for which there are current travel warnings may be accessed from the System Office of Risk Management's document called [Country Risk Summaries](#).
  - 4.1.1 If a travel warning is issued for the destination country, please see Section 3 for approval requirements.
- 4.2 Prior to travel, all travelers are encouraged to review U.S. State Department public announcements, consular information sheets, and alerts, such as [Your Safety is Our Priority: International Travel](#), for pertinent information.
- 4.3 Employees traveling on TAMIU business or traveling with TAMIU property are responsible for complying with export control laws and regulations when traveling outside the United States and as defined in University Rule 15.02.99.L1, Export Controls.

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## Related Statutes, Policies, Regulations, or Rules

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[System Regulation 21.01.03, Disbursement of Funds](#)

[General Appropriations Action, Article IX, Part 5](#)

University Rule 15.02.99.L1, Export Controls

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## Definitions

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**Foreign Travel** – Travel by a TAMIU employee outside the continental United States including Mexico and Canada. Travel to any U.S. territory such as, but not limited to, Guam, Puerto Rico, and the US Virgin Islands is not considered foreign travel. *For funding and reimbursement purposes only*, travel to Canada, Mexico or any state or possession of the U.S. is considered domestic, out-of-state travel.

**Travel Warning/Extreme Risk** – A warning issued by the System Office of Risk Management that identifies countries and regions that are considered an extreme risk. These warnings can be found on the System Office of Risk Management’s document called [Country Risk Summaries](#).

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## Contact Office

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