



University Rule 21.01.03 M1 Foreign Travel

- Addresses necessary approvals for employees
- Paying for foreign travel
- Requirements for travel to locations under Department of State Travel Warning

Foreign Travel

- Foreign travel is defined as any travel outside the United States.
- For funding and reimbursement purposes ONLY travel to Canada and Mexico is considered domestic and is treated as out of state travel.

Travel Warnings

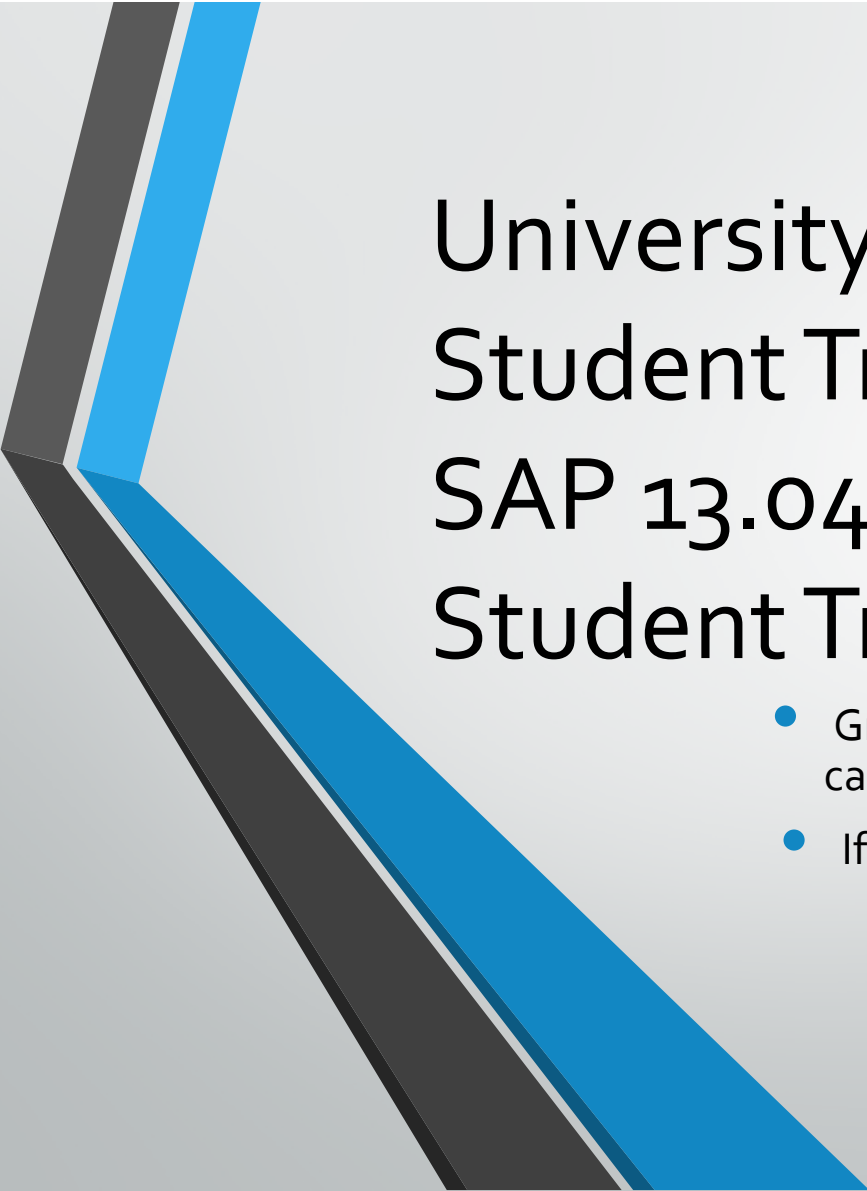
- Employees and students are responsible for checking their destination against the Department of State Travel Warning Report.
- Warnings note when conditions in a country are dangerous or unstable for U.S. Citizens.
- When U.S. government's ability to respond due to Embassy closure or drawdown of staff.
- Includes national disasters, terrorist activity, coup, anniversary dates of politically charged events, elections related violence or high profile events such as international conferences or sporting events.

Travel to Destination Under Warning

- Employees are not required to travel to locations under warning.
- Travel to locations under warning must be approved in advance by the President regardless of payment sources or employee citizenship.
- Employees traveling to locations under warning must complete an “Acknowledgement of Risk Form”.

Funding

- Refer to policy:
 - State Funds – Avoid use of state funds –
 - If state funds are used, a “Foreign Travel Request Form” must be completed and routed for approval. (Dept. Chair, Dean, Vice President, HSC Vice President, Dean of Faculties, Provost, President and Chancellor)
 - Chancellor requires a minimum of 30 days for review so start early or do not use state funds.
 - Local Funds –
 - “Foreign Travel Request Form” must be completed.
 - VP approval for non-academic units
 - Dean approval for academic units
 - Reimbursement only when travel supports university business – Personal benefit must be incidental.



University Rule 13.04.99.M1

Student Travel

SAP 13.04.99.M1.01

Student Travel Procedures

- Graduate students traveling to locations under warning cannot be required to travel to a location under warning
- If a student is also an employee (regardless of % effort) they will follow the Foreign Travel Rules

Student Travel Rule

- Covers all travel funded by the university and for which university vehicles are used.
- Required by student group
- Students who travel internationally must complete travel modification and registration through Study Abroad Programs.
- HSC Rick Management & Policy Compliance