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International Travel



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Procedure Statement

International travel conducted by faculty, staff, and students of Texas A&M University – Central Texas (A&M - Central Texas) for the purpose of official business, academic credit, and research shall abide by the guidelines as established in this document.

Reason for Procedure

The safety of all faculty, staff and students at A&M - Central Texas is of the utmost concern. In an ever-increasing mobile society where international travel is conducted by more people, considerations must be taken to protect travelers from the potential risks associated with such travel.

Procedures and Responsibilities

1. GENERAL

1.1 The Office of Safety & Risk Management will provide the following to enhance the safety and well-being of faculty, staff and student members when traveling internationally:

- a) Review international travel documentation and complete a risk assessment, when applicable through A&M System Risk Management.
- b) Ensure traveler has completed the International Travel Safety: Safe Passage and the U.S. Foreign Corrupt Practices Act training in TrainTraQ.
- c) Ensure international travelers are entered into the Smart Traveler Enrollment Program (STEP) with the U.S. Department of State prior to departure.
- d) Provide information and ID cards for [Cultural Insurance Services International](#) (CISI) for medical evacuation, repatriation, and security evacuation coverage for all Texas A&M University System employees.

2. TRAVEL PROCEDURES

- 2.1 International Travel Requests are submitted in the CONCUR electronic travel reservation and expense system, two weeks prior to travel. If travel is to a “High Risk” destination, as identified by the A&M System International Travel Risk Status Website, the traveler must obtain a risk assessment via CONCUR routing by attaching an A&M System [International Travel Questionnaire form](#) to the pre-trip authorization request. The proposed travel will be review by A&M System Risk Management, who will provide a risk assessment and give a “go” or “no-go” recommendation. After assessment is complete the request will be returned to the traveler to obtain the remaining required signatures as shown on the International Travel Request Form.
- 2.2 If the A&M System Office of Risk Management has determined that travel to this country is not recommended, but the traveler believes the travel to be essential (critical to the mission of the University) the final approve/disapprove decision will rest with the A&M – Central Texas President or designee.
- 2.3 If, after review, the A&M – Central Texas President authorizes the trip as essential, the president or designate will provide written approval of the trip and validate that the minimum risk mitigation strategies were implemented.
- 2.4 To meet A&M System export control requirements, especially when the traveler takes university property, physical or intellectual, a review of the A&M-Central Texas [Export Control Manual](#) and completion of the [Export Control Checklist](#) must precede final submission and routing of documentation for approval of the trip. Both export control documents are available on the [International Travel & Export Control](#) part of the Office of Research webpage. The checklist must be submitted through the traveler’s supervisor, to Human Resources, Information Technology, Safety & Risk Management, Research Compliance Officer, and Chief Research Officer/EO for approval.

Related Statutes, Policies, or Requirements

[System Policy 15.02, *Export Controls*](#)

[Chancellor’s Letter on International Travel](#)

[The A&M System Risk Management Guide Worldwide Travel](#)

Appendix

[Travel Procedures Document \(Found on the Accounts Payable Canvas page\)](#)

[Travel to Extreme Risk Countries](#)

Contact Office

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