HSC OP: 79.04, Foreign Travel

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the policies and procedures for granting approval of foreign travel.

REVIEW: This HSC OP will be reviewed on December 1 of each odd-numbered year (ONY) by the Managing Director of Procurement Services, with recommendations for revisions forwarded to the Vice President and Chief Financial Officer by December 15.

POLICY/PROCEDURE:

1. Required Approvals.

Travel to countries without a Department of State travel warning - written prior approval from the President's Office is required for all foreign travel other than to Canada and U.S. possessions. Written approval must be obtained prior to the start of the trip and must be obtained even if paid from personal funds. Foreign Pre-Approval Form can be found at http://www.fiscal.ttuhscedu/paymentservices/travel/links.aspx.

Travel to countries with a Department of State travel warning – TTUHSC funded travel to all countries and locations on the Department of State warning list is not allowed and will not be reimbursed by TTUHSC. If an individual elects to self-fund travel to such countries they will be required to take vacation time as a clear indication the trip is not TTUHSC sanctioned.

2. U. S. Department of State Travel Warnings.

TTUHSC will follow state policy not to approve a request for travel to a nation that, at the time the request is received, is subject to a Travel Warning issued by the United States Department of State. To determine if a country is the subject of such a Travel Warning, contact the U.S. Department of State Office in Washington, DC at (202) 647-4000 or through their website at http://travel.state.gov/content/passports/en/alertswarnings.html. The traveler should again review the Travel Warning web site or call the State Department within two days prior to departure to ascertain that the country has not been placed on the Warning list in the interim period. If the country has been placed on the Warning list, the traveler must cancel the trip.

3. State Appropriated Funds.

Reimbursement for travel to foreign countries is not allowed on state appropriated funds.

4. Allowable Expenses.

Travelers may be reimbursed actual expenses for lodging. Meals may be reimbursed for actual expenses or per diem. Original receipts must be provided when claiming actual expenses. Per Diem requires a screen shot from the U.S. Department of State website listing the allowable rate by location.

Conservation of funds is encouraged. Departments and areas may set lower rates and vary them as they choose. Requiring receipts and reimbursing actual expenses is encouraged when possible.