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International Travel

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Revised:

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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 Presentation training in TrainTraq.
 - c) Ensure international travelers are entered into the Smart Traveler Enrollment Program 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 The International Travel Request Form is submitted to the Office of Safety & Risk Management, two weeks prior to travel, to determine the risk associated with the country of travel. If the travel country is on the “High Risk” list the traveler must submit the International Travel Request Form 60 days prior to travel and must also complete the International Travel Questionnaire for Extreme Risk Countries. The request and questionnaire will be forwarded to the A&M System Office of Risk Management for a travel “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 If the traveler takes university property, physical or intellectual, review the A&M-Central Texas [Export Control Manual](#) and completion of the [Export Control Check List](#) must precede final submission and routing of documentation for approval of the trip. The checklist must be submitted through the traveler’s supervisor, to Employee Services, Safety & Risk Management, Research Compliance Officer and Chief Research Officer for approval.

Related Statutes, Policies, or Requirements

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

Appendix

[International Travel Request Form](#)

Travel Handbook

[Travel to Extreme Risk Countries](#)



Contact Office

Safety & Risk Management
(254) 519-5771

Associate Provost & Associate Vice President of Research
(254) 519-5426