



Angelo State University
Operating Policy and Procedure

OP 70.07: International Travel

DATE: August 19, 2019

PURPOSE: The purpose of this Operating Policy and Procedure (OP) is to set forth the policies and procedures granting the approval of international travel to countries outside the United States including Canada or Mexico.

REVIEW: This OP will be reviewed in June every five years, or as needed, by the purchasing and travel supervisor and the executive director of contracts and materials management with recommended revisions forwarded through the vice president for finance and administration to the president by July 15 of the same year.

POLICY/PROCEDURE

1. Authority

Pursuant to § [660.024, Texas Government Code](#) (Vernon's Civil Statutes Supplement, 2002), all international travel by state employees on state business must be approved in advance and in writing by the chief administrator or designee. The president has designated the provost as the final approver for international travel.

2. Approval of International Travel

All international travel requires approval by the provost through the Chrome River approval process. Please submit a *Pre-Approval* (PA) with the *Affirmation, Waiver and Liability Release* (Attachment A) form attached to the PA at least **six (6)** weeks prior to departure. Please review the section below on use of funds:

a. State Accounts

Actual lodging and meal expenses are reimbursable on state funds, as per OP 70.04 guidelines on meal and lodging expenses. All other state business travel related expenses will be reimbursable with local funds – as per guidelines in OP 70.04.

b. Local Accounts

Local funds may be used to reimburse all state business travel related expenses, as per guidelines set forth in OP 70.04.

c. Contracts and Grants

[Major revision: August 19, 2019]

- (1) When international travel expenses will be paid from federal or state contract and/or grant funds, advanced approval from the President's Office as well as any other required approvals must be obtained and attached to the PA. Such approval may be a letter from the appropriate grant administrator giving approval for use of funds for such travel or specific authorization for the travel may be stated in the approved grant or contract.
- (2) It is the responsibility of the principal investigator or project director to secure all necessary approvals from the granting agency prior to submission of the PA; failure to do so will result in disallowance of the travel expenses.

3. Travel Restrictions

- a. Travel to countries listed as high risk by the U.S. Department of State is not permitted without approval. Travel warnings can be found at the [U.S. Department of State](#) website. For more details about pre-departure risk assessment, refer to [OP 10.14](#), Section 6.
- b. Passports are required for international air travel for citizens of the United States, including Canada and Mexico. Employees should contact the University's Center for International Studies for current information regarding passports.
- c. The Fly America Act (49 U.S.C. 40118) mandates the use of U.S. flag air carriers when travelling internationally on **federal funds**. The Fly America Act Waiver Checklist (Attachment B) must be used by departments to determine and document whether air travel qualifies for a waiver of these restrictions. The completed checklist must accompany all travel vouchers for trips outside the contiguous United States using federal funds. In the event it is determined that the appropriate air carrier was not used, the expense may be denied or must be transferred to non-sponsored or non-state appropriated funds.

4. International Travel Insurance Program

Mandatory international travel insurance information is set forth in [OP 70.10](#).

5. Reimbursement of Travel Expenditures

- a. Itemized receipts are required for all international travel-related expenses and must be attached to the expense report to receive reimbursement. Reimbursement for international travel expenditures follows the same guidelines set forth in [OP 70.04](#).
- b. State agencies may reimburse passport or visa charges, airport boarding passes, departures taxes and inoculations, in addition to reimbursements allowed under [OP 70.04](#).
- c. Travel expenses incurred in a foreign currency must be converted to U.S. dollars using the currency converter link found on the travel office website (under quick links). Conversion documentation is required with the travel voucher and the date used for the conversion must be the date of the expense. Also, please note the current rate of exchange used on the expense report.

Attachment A: [Affirmation, Waiver and Liability Release](#)

Attachment B: [Fly America Act Waiver Checklist](#)