[Minor revision: August 27, 2013]

Angelo State University
Operating Policy and Procedure

OP 70.07: **International Travel**

DATE: August 27, 2013

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 August of odd-numbered years by the director of purchasing and operations with recommended revisions forwarded through the vice president for finance and administration to the president by September 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 an employee designated by the chief administrator.

2. Approval of International Travel

All international travel by state employees on state business paid for with ASU funds or paid from personal funds for ASU employees requires approval by the appropriate vice president. The *Travel Authorization Request* (TAR) for international travel must be submitted through the administrative channels to the appropriate vice president's office at least six (6) weeks prior to departure.

a. State Accounts

International travel is not typically funded with state appropriated funds. In those special cases, however, where it is appropriated, a memo justifying the use of state funds as the only available source of funds must accompany the *TAR* (Attachment A) and the *Affirmation, Waiver and Liability Release* (Attachment B) forms. The memo and the *TAR* will be sent to the Office of the Board of Regents for approval.

b. Local Accounts

International travel funded by non-state accounts must complete the *TAR* (Attachment A) and the *Affirmation, Waiver and Liability Release* (Attachment B) forms. A copy of the *Affirmation, Waiver and Liability Release* form must be attached to the *TAR* form.

c. Contracts and Grants

When international travel expenses will be paid from contract and/or grant funds, advanced approval from the President's Office as well as any other required approvals must be obtained. 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. It is the responsibility of the principal investigator to secure all necessary approvals; failure to do so will result in disallowance of the travel expenses.

d. Passport Requirement for International Travel

Beginning January 23, 2007, the Department of State and Homeland Security announced that 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.

3. Travel Restrictions

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.

4. Reimbursement of Travel Expenditures

a. Reimbursement for travel expenditures should follow the same guideline set forth in OP 70.04

Attachment A: *Travel Authorization Request*
Attachment B: *Affirmation, Waiver and Liability Release*