

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Travel Policy FO-TR-14
Foreign Travel

1. All foreign travel, other than Canada and Mexico, must have prior written approval of the chief administration or a state agency. Additionally, the Chairman of The Board of Regents must approve all foreign travel by state employees on state business, paid for with state funds. For purposes of this approval process, travel to any territory of the U.S. is not considered foreign travel.
2. Approval should be requested on the, Texas State University System form, if State Appropriated Funds are used. This form must be completed in full and submitted at least 30 days prior to the date of the employee's departure. This form may be accessed on Filemaker Pro, "Chairman of the Board of Regents Approval and Release of Liability and Assumption or Risk for System Employees Traveling to Foreign Countries".
3. Foreign travel by any state employee on state business must benefit the State of Texas.
4. The chief administrator of each agency and institution should disseminate this policy to all employees of that agency or institution.
5. The U.S. Department of State may issue travel advisories warning against or restricting travel by a U.S. citizen to a specific nation. Should a person request approval to travel to a nation under a travel advisory, the person must include a signed statement indicating that the person is aware of the travel advisory and potential risks associated with travel to the nation under the advisory.
6. Approved travel request must be re-approved if the departure or return date changes by more than 168 hours, or if expenses increase by more than 10 percent.
7. Any questions regarding this policy, or the use and completion of the request form, should be addressed to the assigned budget analyst for the agency institution.

Foreign Travel Request by Regent or System President

The Chancellor must approve a request by a Regent, System President, for travel outside of the United States, excluding Mexico or Canada, in advance.

Special Form Processing & Approvals Required For Foreign Travel.

Regardless of whether reimbursement of travel expenses will be requested, and regardless of the account number charged, a Travel Application form for foreign travel is required. The University President must approve prior to the trip.

Each traveler that will travel on (state appropriated funds, which are funds appropriated in the General Appropriations Act and held within the State Treasury) must fill out the, "Texas State University System Request for Chairman of the Board of Regents Approval and Release of Liability and Assumption of Risk for System Employees Traveling to Foreign Countries" form. This form may be accessed via the Travel Office or on SHSU's website <http://www.shsu.edu/administrative/policies/forms/>.

Actual Expenses for Meals and Lodging for Foreign Travel

A claimant traveling to any foreign country (including Mexico and Canada) may be reimbursed for actual meals and lodging incurred while on this trip. This is an automatic provision for this type of travel, i.e. special written permission is not required in order to do this.

In the past, approval for this provision was required on the form, "Authorization for Approval of Actual Expenses for Meals and Lodging." The claimant is no longer required to obtain approval on this form in this situation.

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The claimant will be required to submit meal and lodging receipts to substantiate the actual travel expense reimbursement claimed on the Travel Voucher form when it is submitted for processing to the Travel Office upon conclusion of the trip.

Reviewed by: Norma O'Bannon-Travel Coordinator – 11-01-07

Next review: 11-01-08