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 component president and shall be reported to the Chancellor and Board. For purposes of this approval process, travel to any territory of the U.S. is not considered foreign travel.

2. Each traveler must fill out a travel requisition form and each employee or student must sign a liability waiver and release of claims in favor of the Component, the Board of Regents and their employees. In order to assure proper approval, start process at least 30 days prior to travel date.

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. 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.

Actual Expenses for Meals and Lodging for Foreign Travel
A claimant traveling to any foreign country (including Mexico and Canada) must be reimbursed according to the guidelines in the GSA. See: www.gsa.gov

NOTE: Only the per diem rates listed in the “Max Lodging by Month” (lodging) and “Meals & Inc. Exp.” (meals) columns of the GSA’s Domestic Maximum Per Diem Rates Web tool apply to state employees.

Helpful foreign travel links

U.S. State Department's Bureau of Consular Affairs

U.S. Customs

Foreign Embassy Listing

Currency Exchange Calculator

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