

Finance & Operations Travel Policy FO-TR-11

Foreign Travel Policy

1. Purpose

- 1.1 To provide guidance to employees and students traveling on behalf of Sam Houston State University outside the United States. Foreign travel must benefit the State of Texas and/or the University.

2. Policy

- 2.1 It is the policy of Sam Houston State University to reimburse employees for travel expenses related to international travel, including visas, exit fees, and currency conversion with proper documentation.
- 2.2 SHSU faculty/staff traveling internationally should secure prior approval at least **forty-five (45)** calendar days prior to travel dates in Emburse Enterprise (Chrome River).
- 2.3 Before travel can be approved, prospective foreign travelers must submit as part of their pre-approval in Emburse Enterprise (Chrome River) the following documentation:
 - **Waiver and Liability Release**, Attach the [Foreign Travel-Affirmation Waiver & Liability Release-No Travel Advisory](#) or [Foreign Travel-Affirmation Waiver & Liability Release-With Travel Advisory](#) to the pre-approval.
 - **Emergency Medical Treatment**; [Emergency Medical Treatment \(Adult\)](#) or [Emergency Medical Treatment \(Minor\)](#) The department should keep this on file, **do not attach to the pre-approval.**
 - Complete & Detailed Itinerary for the time spent in the foreign country. Attach to pre-approval.
 - List of students (roster), if applicable. Attach to pre-approval and Expense Report.
 - Emergency Contact list. The department should keep on file; **do not attach to the pre-approval.**

No University employee shall travel for professional purposes to a country on the U.S. Department of Commerce's foreign adversaries list in accordance with University Policy FO-71, Transactions Involving Foreign-Adversary Countries.

- 2.4 Travel to locations under travel advisories will be evaluated. Faculty/staff will be notified of the specific warnings by the Office of Compliance and Insurance, and additional waivers of liability may be required.
All international travel must follow the TSUS Rules & Regulations, Chapter VI, Section 14, for Foreign Travel for Educational Purposes.

3. Personal Travel

- 3.1 Employees planning personal travel to foreign-adversary nations must comply with Policy [FO-71, Transactions Involving Foreign-Adversary Countries](#), Section 4.03.

Reviewed by: Rhonda Beassie, AVP People & Procurement Ops
William Tidwell, Director of Procurement & Business Services
Review Date: March 31, 2025