

Faculty International Travel

Responsible University Office:

Travel Office
Export Control Compliance

Responsible University Administrator:

Associate Vice President for Finance and Administration
Director of Research Compliance

A faculty member, staff, or employee planning international travel (to any foreign country, including Canada and Mexico) should submit their request for foreign travel at least 30 days prior to the date of departure. Foreign Travel Requests must be made through Concur. A traveler will create an Authorization Request in Concur and enter the estimated expenses. A completed Request for Foreign Travel Form & Checklist is uploaded into Concur prior to submitting for approval. The approval routing includes: 1) Risk Management; 2) Export Control; and 3) Academic Dean or Direct Supervisor for non-academic divisions. If the proposed travel is to a designated “country of concern,” then the request must be reviewed by the System Research Security Office and Office of General Counsel (OGC), with a final review by the Vice Chancellor of Research per System Regulation 15.05.04. If the Vice Chancellor approves the trip, the request is routed to the Academic Dean or Direct Supervisor.

Prior to submitting a request for approval of foreign travel, a faculty, staff, or employee must complete the following required training modules:

- 2111728: International Travel Safety: Safe Passage (Within 3 years of departure date)
- 2113639: U.S. Foreign Corrupt Practices Act (Within 3 years of departure date)
- 2111212: Export Controls & Embargo Training – Basic Course (Within 2 years of departure date)

Additional training modules may be assigned as required. Once the required training is completed, the faculty member must submit the travel request through Concur, with proof of training completion attached.

A traveler will not be reimbursed for any foreign travel taken prior to receiving final approval for the trip. Visit the [Travel Office Foreign Travel](#) web page for more information.

Faculty members are eligible to apply for internal International Faculty Development Grants. Visit the [International Faculty Development Grants](#) website for the application

form and additional information about the grants.

Faculty members developing faculty-led study abroad programs should confer early in their planning process with the Office of International Programs to ensure established parameters are satisfied, funding opportunities are fully discussed, and safety protocols are clarified.

Be sure to check the [U.S. Passport Help Guide](#) to see if your destination country imposes the Six Months Validity Rule. This rule means that you must have at least six months validity on your passport beyond the date of international travel before you would be allowed to enter a foreign destination. The rule is in place so that if the un-expecting visitor needs to stay for a period up to six months his or her passport would be valid to leave the country.

Other considerations include: (a) checking visa requirements, (b) checking for any travel warnings for the intended area of travel, (c) enrolling in the U.S. State department's [Smart Traveler Enrollment Program](#) or STEP, and (d) leaving a copy of your passport and itinerary with someone in the office or the Office of International Programs.