

Foreign Personal Travel Non-Country of Concern	Foreign Personal Travel Country of Concern	Foreign Business Travel Non-Country of Concern	Foreign Business Travel Country of Concern
<p>A notice is not required to be submitted in Emburse or Workday but it is recommended to notify your supervisor in the event of an emergency</p> <p>NOTES:</p> <ul style="list-style-type: none"> ➤ University computers and assets cannot be taken out of the United States. ➤ To get a loaner computer: <ul style="list-style-type: none"> • Complete the online Laserfiche form at least 24 hours prior to departure or visit the IT office <p>https://dms.tamuc.edu/Forms/Export-Control</p> <ul style="list-style-type: none"> • Visit the IT office to pick up the laptop. • Return it to the IT office once you have returned from your trip. 	<ol style="list-style-type: none"> 1. Complete the Certification of Personal Travel to a Foreign Adversary form in Workday prior to departure <ul style="list-style-type: none"> • Enter “Create Request” in Workday search • Click on “Create Request” link • Select Request Types without Workday Objects • Select Certification of Personal Travel to a Foreign Adversary 2. Upon return complete the post-travel brief in Workday <p>NOTES:</p> <ul style="list-style-type: none"> ➤ University computers and assets, including loaners from the IT office, cannot be taken out of the United States to a Country of Concern. ➤ By submitting the Certification of Personal Travel to a Foreign Adversary form, you certify that you will not participate in any university/agency activity, access university/agency software, platforms or networks, nor travel with any university/agency related data, equipment, or property. 	<ol style="list-style-type: none"> 1. Complete a pre-approval request in Emburse (via SSO) for the requested travel <ul style="list-style-type: none"> • Include the purpose of the travel (e.g. present a paper at a conference) • Identify primary contract(s) or individuals you are scheduled to meet with along with their affiliation • Identify the name of the event, institution, or organization you will be visiting 2. Submit the pre-approval request <p>NOTES:</p> <ul style="list-style-type: none"> ➤ Foreign travel must be pre-approved through Emburse prior to departure. Any travel that was not pre-approved will not be reimbursed ➤ University computers and assets cannot be taken out of the United States. ➤ To get a loaner computer: <ul style="list-style-type: none"> • Complete the online Laserfiche form at least 24 hours prior to departure or visit the IT office <p>https://dms.tamuc.edu/Forms/Export-Control</p> <ul style="list-style-type: none"> • Visit the IT office to pick up the laptop. • Return it to the IT office once you have returned from your trip 	<ol style="list-style-type: none"> 1. Complete a pre-approval request in Emburse (via SSO) for the requested travel <ul style="list-style-type: none"> • Include the purpose of the travel (e.g. present a paper at a conference) • Identify primary contract(s) or individuals you are scheduled to meet with along with their affiliation • Identify the name of the event, institution, or organization you will be visiting 2. Submit the pre-approval request 3. The request must undergo a System Regulation 15.05.04 review <p>NOTES:</p> <ul style="list-style-type: none"> ➤ Foreign travel must be pre-approved by 15.05.04 review and through Emburse prior to departure. Any travel that was not pre-approved will not be reimbursed ➤ University computers and assets cannot be taken out of the United States. ➤ To get a loaner computer: <ul style="list-style-type: none"> • Complete the online Laserfiche form at least 24 hours prior to departure or visit the IT office <p>https://dms.tamuc.edu/Forms/Export-Control</p> <ul style="list-style-type: none"> • Visit the IT office to pick up the laptop. • Return it to the IT office once you have returned from your trip