Foreign Travel Request and Checklist

NOTE: Foreign travel must be booked through the Concur eTravel system. Any travel booked through other means without prior approval __will not__ be reimbursed.

Traveler Name: **Title / Position:**

Department: **Phone #:**

Date Departing: **Date Returning:**

Reason for Travel:

Study Abroad   Course Credit   University Service   Professional Development

Learning   Volunteer Work   Other:

Conference: Presenter   Attendee   Conference Sponsor:

Purpose and Benefit to the University:

Trip Destination(s):

Mode(s) of Travel: *(i.e. Plane to destination, bus, taxi, train at destination, etc.)*

Accommodation(s): *(Include name, address and phone for each location)*

Other cities you will be visiting: *(Please provide dates and locations)*

Other faculty and staff traveling with you: *(Each faculty/staff traveler must submit a separate form)*
If traveling with students contact the Office of International Programs at studyabroad@tamuc.edu

Will there be any personal time included in this trip?   **Yes**   **No**

If yes, please specify dates and location:

Do you have teaching assignments during the travel period?   **Yes**   **No**

If yes, how will your teaching assignments be covered during your absence?

Amount Funded by University:
(Include account numbers, account names, and amount to be paid by each account)

If an external agency or organization planned or funded your travel, please provide the following: Name of Agency/Organization, Contact Person, Contact Email Address, and Amount Funded.

Approximate total amount of trip: $
Note: You will also enter approximate, itemized travel budget into Concur

Training Requirements:
> **When searching for trainings in TrainTraq, select "All" under "TAMUS Member (Univ/Agency)"**

TrainTraq trainings must be completed and within the validity date.

- *2111728: International Travel Safety: Safe Passage (Within 3 years of departure date)*

  Date Training Completed:

- *2113639: U.S. Foreign Corrupt Practices Act (Within 3 years of departure date)*

  Date Training Completed:

- *2111212: Export Controls & Embargo Training – Basic Course (Within 2 years of departure date)*

  Date Training Completed:

Insurance:
Blue Cross Blue Shield is not accepted in all countries or municipalities. CISI strongly recommended for faculty and staff traveling abroad. CISI health insurance is universally accepted full coverage health insurance available for purchase at a low-cost daily rate.

For Everywhere except UK and Spain:
https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx?sponsor=TAMUS-COMMERCE

For Spain:
https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx?sponsor=TAMUS-COMMERCE-SPAIN

For UK:
https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx?sponsor=TAMUS-COMMERCE-UK

Export Control:
There are many things to consider when planning a trip abroad, including compliance with export controls regulations. Some travel related activities and destinations may be prohibited, and others may require a license. When conducting University business, always consult with the Office of Sponsored Programs (OSP) at researchcompliance@tamuc.edu if traveling to an embargoed or high risk country, or to a country of concern, or if you need to travel with: encrypted software, export controlled items or information, unpublished research data, or data not in the public domain. Please keep in mind that only items and information essential to the trip should be taken abroad.

Prior to travel, a request should be submitted through Concur detailing the nature of the trip. The checklist below can help identify potential export control issues. It is important to seek guidance from OSP as early as possible. If a license is needed, OSP will need adequate time to prepare, submit, and obtain the license from the federal government. Not all license requests will be granted. Additional information on Export Controls is available at:
http://www.tamuc.edu/research/ComplianceOverview/ExportControls/default.aspx.

	Yes	No	Unknown
1. Will you travel to an embargoed destination? For current list see: http://www.treasury.gov/resourcecenter/sanctions/Programs/Pages/Programs.aspx			
2. Is the travel related to any sponsored research project?			
3. Will your activities involve presenting or sharing information not in the public domain?			
4. Does your electronic device contain controlled software, technology, or information or have advanced or unique computing capabilities including those that are customized for use with a particular instrument, containing specialized research software, etc. (*Note: this does not include off-the-shelf laptops with standard operating systems, basic administrative software packages, and mass-market encryption capabilities.*)			
5. Will you be taking/shipping equipment or instruments for scientific exploration and research purposes? a. If yes, please explain:			
6. Will you be taking/shipping chemical, biologicals, composites, or other materials? a. If yes, please explain:			
7. Will you be taking/shipping items designed or used for military, aerospace, defense, or nuclear purposes?			
8. Are you a Responsible Party under a current Technology Control Plan?			
9. Are the expenses for this travel being paid for or reimbursed by a foreign source?			

Do you plan to use or need a University owned laptop or other technology for your trip?

       Yes   No

If yes, you must contact CITE at helpdesk@tamuc.edu or 903-468-6000

Risk Assessment:

Are there any concerns/risks associated with this trip?

     Activity   Inherently Dangerous   Supervision   Transportation

     Housing   Security   Premises   Sponsor

     None

Describe the Risk(s):

Emergency Contact Information:

Name: _____Phone Number: _____

Name: _____Phone Number: _____