

## 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](mailto: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](mailto: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: <a href="http://www.treasury.gov/resourcecenter/sanctions/Programs/Pages/Programs.aspx">http://www.treasury.gov/resourcecenter/sanctions/Programs/Pages/Programs.aspx</a>			
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. ( <i>Note: this does not include off-the-shelf laptops with standard operating systems, basic administrative software packages, and mass-market encryption capabilities.</i> )			
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](mailto: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: \_\_\_\_\_

# Foreign Travel FAQ

## Steps to Booking Travel

1. Complete the *Foreign Travel Request and Checklist*
2. Complete an Authorization Request in Concur (via SSO) for trip.
  - A. Attach the *Foreign Travel Request and Checklist* including all required documents to Concur Authorization Request.
  - B. Submit Concur Authorization Request
3. Wait for Concur Authorization Request to be fully routed and approved
4. Book travel through Concur

## Frequently Asked Questions

### ***How far in advance of my departure date do I need to submit my Concur Authorization Request?***

Your Concur Authorization Request must be fully routed and approved *at least* 30 days prior to your departure date. It is recommended that you submit your request 5-6 weeks in advance. Allow an additional week for travel to high-risk countries or regions.

Your Concur Authorization Request is also subject to any internal deadlines held by your department, college, or division.

Foreign travel that is funded by Research Grant Accounts (e.g. NSF, DOE, NASA, etc.), and does not include any student travel, should seek to be completed and attached to a Concur Authorization Request and approved, at a minimum, 30 days prior to the travel date. However, it may be submitted closer to the travel date. Requests submitted closer to the travel date are not meant to become standard practice. Concur Authorization Requests submitted two weeks or less in advance of the travel date may not be able to be vetted and approved in time.

### ***How can I see where my Concur Authorization Request is in the routing and approval process?***

In Concur, you can check where in the process your Request is by clicking the “Approval Flow” tab. You will be able to see each designated approver in the process listed along with the date they approved the Request. You can also click the “Audit Trail” tab to find a more detailed listing of submission and approval information (including timestamps).

### ***I found cheaper airfare outside Concur. Do I have to use Concur?***

You must secure pre-approval prior to booking any travel. To use sites other than Concur to book your travel, you must seek an exemption providing proof of significant cost savings. You must seek the exemption from all departments providing funding from your travel as well as the appropriate Dean (or Vice President, for Deans; and President, for direct reports to the President). By booking any travel outside Concur, you risk being personally responsible for the charges incurred.

### ***Can I book travel prior to securing full approval for my Concur Authorization Request?***

No. Your Concur Authorization Request must be fully routed and approved in Concur prior to booking any travel. You will not be reimbursed for any travel that you have booked prior to final approval of your travel.

### ***I did not seek pre-approval for a trip that I took. What steps can I take to get reimbursed?***

Foreign travel **must** be pre-approved through Concur. Expenses incurred for travel that was not pre-approved cannot be reimbursed.

***My travel is not being paid by Texas A&M University-Commerce. It will be paid by an external agency or organization. Do I still have to complete a Foreign Travel Request and Checklist and a Concur Authorization Request?***

Yes. You must still have prior approval for **all foreign travel** regardless of the cost to the University. Your Concur Authorization Request will be for \$0.00.

***Do I need to submit a form to travel personally/for vacation?***

No, a travel request is not required if:

- You **are not** taking university assets (laptop, software, technology, etc.) and you **are not** on a contract for teaching classes.

Yes, a travel request is required if:

- You **are** taking university assets laptop, software, technology, etc., and you **are** on a contract for teaching.

***I would like to take my University owned laptop with me on my trip. How do I ensure that my University laptop is in compliance with Export Controls?***

The University recommends that a loaner laptop is taken on all foreign travel. Please contact CITE at [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) or 903-468-6000.

***Do I need to purchase travel insurance for my trip?***

It is highly recommended that you purchase international travel insurance to cover any medical expenses you may incur while traveling. Students traveling abroad are **required** to purchase CISI international travel insurance.

BCBS is not accepted in all countries and municipalities. Check BCBS for your existing health coverage outside the United States. CISI travel insurance is available for purchase at an affordable daily rate and is accepted worldwide.

Before departure, please review The Texas A&M University System Blanket Evacuation Coverage administered by CISI. This covers medical evacuation, return of remains, security evacuation, and 24/7 phone/email assistance (via Team Assist) for A&M System employees traveling on university business.

***I have questions about my travel. Who can I contact?***

Concur: [Travel@tamuc.edu](mailto:Travel@tamuc.edu)

Student Travel/Study Abroad: [StudyAbroad@tamuc.edu](mailto:StudyAbroad@tamuc.edu)

Grants: [Stephanie.Pinckard@tamuc.edu](mailto:Stephanie.Pinckard@tamuc.edu)

Risk Management: [RiskMgmt@tamuc.edu](mailto:RiskMgmt@tamuc.edu)

Export Controls: [researchcompliance@tamuc.edu](mailto:researchcompliance@tamuc.edu)

Insurance: [Eddie.Pinckard@tamuc.edu](mailto:Eddie.Pinckard@tamuc.edu)