

**THE TEXAS A&M UNIVERSITY SYSTEM  
HEALTH SCIENCE CENTER RULES**

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**21.01.03.Z2 Foreign Travel**

*Approved September 28, 2001*

*Revised August 17, 2011*

Supplements System Regulation 21.01.03

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**1. GENERAL**

All foreign travel by Texas A&M University System Health Science Center (HSC) employees on state business, except for travel to Canada, Mexico, or any state or possession of the United States, must be approved in advance.

- 1.1 Foreign travel utilizing state funds, must be approved by the chancellor. State funds are those funds appropriated by the General Appropriations Act and held within the State Treasury (accounts 1XXXXX). Approval should be requested using the Texas A&M University System Request for Foreign Travel form. This form requires the HSC CEO approval, and should be submitted to the HSC President's Office at least 60 days prior to the departure date. A copy of the fully signed form must be attached to all travel vouchers related to the trip.
- 1.2 Foreign travel paid from funds other than state funds shall be approved by the appropriate dean or designee (for academic units) or the appropriate vice president/director or designee (for non-academic units). Approval should be requested using the HSC Request for Travel for Current or Prospective Employee form. A copy of the fully signed form must be attached to all travel vouchers related to the trip.

**2. PERSONAL BENEFIT**

Foreign travel by any state employee on state business must be for the benefit of the State of Texas and any personal benefit thereby accrued must be solely incidental to the official purpose of the travel. It is the obligation of both the individual employee who is traveling and his or her supervisors to ensure that all foreign travel conforms to this mandate.

**3. TRAVEL WARNINGS AND ALERTS**

Regardless of the funding source, persons requesting approval of travel to a nation that is subject to a Travel Warning or Alert issued by the U.S. State Department constituting a warning or alert against or restriction on travel by United States citizens must include the following:

- 3.1 A separate written and signed statement indicating that the traveler has been

briefed on the travel warning or alert and understands the conditions and potential risks associated with travel to the nation under the warning or alert.

3.2 All travel to nations with travel warning or alert conditions must be approved by the President.

Lists of countries for which there are current travel warnings or alerts are maintained on the State Department web site at <http://travel.state.gov/>.

**OFFICE OF RESPONSIBILITY:**

Vice President for Finance and Administration

**REQUEST FOR APPROVAL  
FOR STATE EMPLOYEES OF THE TEXAS A&M UNIVERSITY SYSTEM  
HEALTH SCIENCE CENTER TRAVELING TO FOREIGN COUNTRIES**

NOTE: This form must be received in the President's Office 60 days in advance of the indicated "Date of Departure."

1. HSC Component: \_\_\_\_\_
2. Traveler: \_\_\_\_\_
3. Position Title: \_\_\_\_\_ Department: \_\_\_\_\_
4. Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_
5. Contact Person and Phone Number: \_\_\_\_\_
6. Place(s) to be visited: (use additional sheet if necessary)

City and Country: \_\_\_\_\_

7. Cost of Trip	a) Airfare	\$ _____
*include only State	b) Other Transportation	\$ _____
Appropriated Funds	c) Lodging	\$ _____
	d) Meals	\$ _____
	e) Registration	\$ _____
	f) Other	\$ _____
	Total:	\$ _____

8. Attach an explanation and justification of trip. In addition, list conferences/seminar dates if attending. A detailed itinerary which explains, for each stop, the State business being conducted and the benefits to The Texas A&M University System Health Science Center is also required.
9. Statement and signature of applicant and Chief Executive Officer of the institution or agency:

"I hereby certify to the Governor that the sole purpose of this trip is official business of the State, and is necessary for the proper performance of this state agency's statutory function."

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Dean or Vice President

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

**PLEASE SEND THIS REQUEST IN AN ENVELOPE ADDRESSED TO: OFFICE OF THE PRESIDENT, THE TEXAS A&M UNIVERSITY SYSTEM HEALTH SCIENCE CENTER, JOHN B. CONNALLY BUILDING, 301 TARROW STREET, 7<sup>TH</sup> FLOOR, COLLEGE STATION, TX. 77840-7896.**

\*STATE APPROPRIATED FUNDS are those funds appropriated in the General Appropriations Act and held in the State Treasury.