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## PROCEDURE SUMMARY

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Texas A&M AgriLife Extension Service (AgriLife Extension) acknowledges the need for international travel by its employees to conduct official business and/or research. In accordance with The Texas A&M University System (A&M System) Chancellor's Memorandum "International Travel to High Risk Countries" dated October 10, 2013, AgriLife Extension has established approval procedures for international travel to those locations included on the A&M System International Travel Risk Status website. Of most concern is the safety of AgriLife Extension employees. Therefore, considerations must be taken in efforts to protect travelers from the risks associated with international travel.

This procedure has been developed to ensure compliance with all applicable Texas State Statutes and A&M System policies and regulations, as well as to establish formal procedures related to international travel for AgriLife Extension.

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## PROCEDURES AND RESPONSIBILITIES

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### 1.0 GENERAL

- 1.1 AgriLife Ethics and Compliance serves as the designated liaison for internal review of international travel to locations on the A&M System International Travel Risk website.
- 1.2 State funds cannot be used for international travel. In accordance with A&M System Policy 21.01.03, *Disbursement of Funds*, AgriLife Extension will participate in state travel services contracts for airfare, rental cars, lodging, and charge cards. AgriLife Extension is committed to both maintaining accountability and conserving public funds.
- 1.3 Any international travel by a state employee on official state business must be for the benefit of the State of Texas. It is both the individual employee who is traveling and his/her supervisor's responsibility to ensure international travel conforms to this mandate. Any personal benefits accrued must be incidental to the official purpose of the travel.
- 1.4 For the purposes of this procedure, the A&M System International Travel Risk Status website will denote destinations inclusive of international travel to extreme risk destinations.
- 1.5 A&M System Risk Management has provided the opportunity for accidental medical and evacuation services for use by employees and students of the A&M System. AgriLife Ethics and Compliance should be contacted for more information regarding the option for employees and students to purchase these services.
- 1.6 Concur is the official electronic routing system for travel authorizations and expense reports. All international travel must be submitted and finalized within the Concur System before commencement of travel.

### 2.0 TRAVELERS

Travelers will review the A&M System International Travel Risk Status website to determine if the country to be visited is under a travel warning. Every employee is responsible for checking their international destination for any travel warnings or alerts identified by the A&M System International Travel Risk Status website.

### 3.0 INTERNATIONAL TRAVEL REQUESTS USING THE CONCUR SYSTEM

- 3.1 Regardless of ADLOC, all employee international travel authorization requests will be routed using the Concur System, and must be submitted at least seven (7) days prior to the proposed travel start date to allow time for review and approval.
- a) If an international travel authorization request is submitted less than seven (7) business days in advance of the proposed travel start date, for the first occurrence of non-compliance, the traveler must meet with the Director or designee to discuss reasoning of non-compliance. Any occurrence of non-compliance can be subject to denied reimbursement and/or other action as deemed appropriate by the Director or designee.
  - b) The non-compliance protocols detailed in 3.1(a) will be followed for any violation of this procedure.
- 3.2 All graduate student and student international travel authorization requests will adhere to Texas A&M University guidelines, and a copy of the approved study abroad confirmation page must be included with the travel expense report in the Concur System.

### 4.0 APPROVAL PROCESS USING THE CONCUR SYSTEM

- 4.1 All travel authorization requests for international travel must be approved by the unit/department head. Concur users delegated the rights to approve cannot approve international travel requests.
- 4.2 After international travel authorization requests have been approved by the unit/department head, approved requests will be forwarded to AgriLife Ethics and Compliance Export Controls Office for additional approval.
- 4.3 Travel to Countries Denoted on the A&M System International Travel Risk Status Website
- A. If travel is to a high-risk destination, as identified by the A&M System International Travel Risk Status website, the traveler must obtain a risk assessment via Concur routing by attaching an A&M System *International Travel Questionnaire* form to the pre-trip authorization request. The proposed travel will be reviewed by A&M System Risk Management, who will provide a risk assessment.
  - B. In the event such travel is either not recommended or disapproved via the risk assessment provided by A&M System Risk Management yet still deemed essential to the mission of AgriLife Extension, travelers will complete form AG-715, *International Travel to Extreme Risk Areas Acknowledgment*. This form serves as an acknowledgment of risk and will initially be signed by both the traveler and unit/department head. It will then be forwarded to AgriLife Ethics and Compliance for further approvals. Travelers must indicate the following via a completed AG-715:
    - Describe the background associated with the project/travel
    - Why the travel is vital to the mission of AgriLife Extension
    - What safety protocols and/or recommended safety protocols (provided by the security assessment) associated with the travel will be put in place

Completed AG-715 forms and associated risk/security assessments will then be forwarded to the Vice Chancellor or designee for acknowledgement. Upon signature, the form will then be routed to the Director or designee for final approval considerations.

The AG-715 – and any other associated documents – will be returned to AgriLife Ethics and Compliance, who will then route the completed documents to the traveler, unit head, Director, and A&M System Risk Management. AgriLife Ethics and Compliance will also file a copy in Laserfiche.
  - C. After the travel is approved, the traveler, in conjunction with unit personnel, is responsible for checking for any new travel warnings or alerts prior to the travel. If the destination/location status has changed to extreme risk after the travel is approved but before the travel is initiated, the traveler must adhere to processing procedures denoted in sections 4.3.A and 4.3.B of this procedure.

#### 4.4 Travel to Country/Countries of Concern Defined by System Regulation 15.05.04

- A. If travel is to a country identified as a “Country of Concern” by System Regulation 15.05.04, the request will require approval from System RSO, the Office of General Counsel (OGC), and the Vice Chancellor for Research (VCR). The travel request must be submitted in Concur and AgriLife Ethics and Compliance will work with System RSO for approval.
- B. The review process under System Regulation 15.05.04 can take several weeks to complete so it is advised to submit your request as soon as possible but no later than thirty (30) days prior to the travel start date.
- C. If the request is approved by the VCR, AgriLife Ethics and Compliance Export Controls Office will approve the request in Concur.
- D. If the request is approved with mitigating factors, it is the responsibility of the traveler to implement and comply with the requirements identified by RSO, OGC and/or the VCR.
- E. If the request is denied by the VCR, there is no appeal process, and the decision is final.

#### 5.0 INTERNATIONAL TRAVEL ON SPONSORED RESEARCH ACCOUNTS

- 5.1 International travel on sponsored research accounts must also adhere to restrictions by the sponsor.
- 5.2 In accordance with the Fly America Act, federally sponsored contracts and grants must use U.S. carriers or an international airline that is a code share partner (listed in the Fly America Act).
- 5.3 All international airfare on federally sponsored contracts and grants must be booked through Concur, which will ensure compliance with the Fly America Act. Any exceptions in use of an A&M System contracted travel company must be approved by the Director or designee, and the contracting travel company must provide the traveler with proof of compliance with the Fly America Act.

#### 6.0 REIMBURSEMENT USING THE CONCUR SYSTEM

- 6.1 In accordance with A&M System Policy 21.01.03, *Disbursement of Funds*, employees are responsible for complying with all applicable travel regulations and procedures for reimbursement of travel, and not seek reimbursement for expenses that are not reimbursable.
- 6.2 Approved international travel requests must be attached to the travel expense report and any associated purchase documents with the travel.

#### 7.0 EXPORT CONTROLS

- 7.1 In accordance with A&M System Policy 15.02, *Export Controls*, AgriLife Extension Rule 15.02.99.X1, *Export Controls*, and AgriLife Extension Procedure 15.02.99.X1.01, *Export Controls*, it is the individual responsibility of all AgriLife Extension employees to comply with export control requirements contained in all applicable United States, A&M System, and AgriLife Extension export control laws, policies, regulations, rules, and procedures.
- 7.2 AgriLife Extension employees are required to complete the Export Control Expense tab in the Concur System. The questions must be answered and a list of entities and/or persons the traveler will engage and/or collaborate with during travel must be provided. The Concur Export Control expense tab replaces the formerly used AG-710, *International Travel Export Controls Certification*. If export controls issues are indicated, AgriLife Ethics and Compliance will coordinate with the travelers in obtaining any licenses needed. For additional guidance, please review the resources on the AgriLife Ethics and Compliance International Travel page and/or the procedures contained in the *AgriLife Export Controls Compliance Program Manual*, and/or the Concur Export Control Expense Tab Directions.
  - a) In accordance with A&M System regulations, if a traveler is being paid and/or reimbursed for expenses from a foreign source, they are required to disclose that information in the Huron Disclosure System.

- 7.3 If a proposed activity is denied by the AgriLife Extension Associate Director, and the host employee would like to appeal the decision, they may do so in accordance with procedures contained within AgriLife Extension Procedure 15.02.99.X1.01, *Export Controls*.

## 8.0 TRAINING

AgriLife Extension employees must complete the following trainings: TrainTraq Courses #2111728, *International Travel Safety: Safe Passage Presentation*, and #2111212, *Export Controls & Embargo Training – Basic Course* every two years.

## 9.0 RESOURCES

Additional international travel resources and guidelines for AgriLife Extension can be found on the AgriLife Administrative Services website:

- 9.1 AgriLife Disbursements/Travel: <http://agrilifeas.tamu.edu/fiscal/travel/>

- 9.2 AgriLife Ethics and Compliance: <http://agrilifeas.tamu.edu/ethics-compliance/>

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## RELATED STATUTES, POLICIES, OR REQUIREMENTS

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[A&M System Policy 07.01, Ethics](#)

[A&M System Policy 15.02, Export Controls Program Management](#)

[A&M System Regulation 15.05.04, High Risk Global Engagements and High Risk International Collaborations](#)

[A&M System Policy 21.01, Financial Policies, Systems and Procedures](#)

[A&M System Regulation 21.01.03, Disbursement of Funds](#)

[AgriLife Extension Rule 15.02.99.X1, Export Controls](#)

[AgriLife Research Rule 15.05.04.A1, High Risk Global Engagements and High Risk International Collaborations](#)

[AgriLife Extension Procedure 15.02.99.X1.01, Export Controls](#)

[AgriLife Extension Procedure 21.01.03.X1.01, Disbursement of Funds](#)

[AgriLife Export Controls Compliance Program Manual](#)

[A&M System Form International Travel Questionnaire](#)

[AG-715, International Travel to Extreme Risk Areas Acknowledgment](#)

[Fly America Act](#)

[A&M System International Travel Risk Status Website](#)

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## CONTACT OFFICE

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Questions regarding this procedure should be referred to AgriLife Ethics and Compliance at 979-314-3442.

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## REVISION HISTORY

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Approved: October 23, 2012  
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March 7, 2014  
April 25, 2014  
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