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## PROCEDURE STATEMENT

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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 Web site. 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.

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## REASON FOR PROCEDURE

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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 Risk and Compliance serves as the designated liaison for internal review of international travel to locations on the A&M System International Travel Risk Web site.
- 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 Web site 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 Risk and Compliance should be contacted for more information regarding the option for employees and students to purchase these services.
- 1.6 Concur/eTravel 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 Web site 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 Web site.

## 3.0 INTERNATIONAL TRAVEL REQUESTS USING THE CONCUR/ETRAVEL SYSTEM

- 3.1 Regardless of ADLOC, all employee international travel authorization requests will be routed using the Concur/eTravel System, and should be entered at least one (1) month before the start of the travel to allow time for review and approval. However, all international travel authorization requests shall be submitted at least seven (7) days prior to the proposed travel start date. If an international travel authorization request is submitted less than seven (7) 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 subsequent occurrence of non-compliance can be subject to no reimbursement or other action as deemed appropriate by the Director or designee.
- 3.2 All graduate student and student international travel authorization requests will adhere to Texas A&M University (TAMU) guidelines, and a copy of the approved study abroad confirmation page must be included with the travel expense report in the Concur/eTravel System.

## 4.0 APPROVAL PROCESS USING THE CONCUR/ETRAVEL SYSTEM AND RISK ACKNOWLEDGMENT

- 4.1 All travel authorization requests for international travel must be approved by the unit/department head. Concur/eTravel 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 Administrative Services for additional approval.
- 4.3 Travel to Countries Denoted on the A&M System International Travel Risk Status Web site
  - A. If travel is to a high risk destination, as identified by the A&M System International Travel Risk Status Web site, the traveler must obtain a risk assessment via Concur/eTravel routing by attaching a 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 Risk 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; and
    - 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 Assistant Vice Chancellor for Administrative Services 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 Risk and Compliance, who will then route the completed documents to the traveler, unit head, Director, and A&M System Risk Management. AgriLife Risk 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.

## 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/ETRAVEL 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 will be required to complete AG-710, *International Travel Export Controls Certification*, before such travel commences. If export controls issues are indicated, AgriLife Risk and Compliance will coordinate with the travelers in obtaining any licenses needed. Detailed procedures are contained in the *AgriLife Export Controls Compliance Program Manual*.

## 8.0 TRAINING

AgriLife Extension employees should review TrainTraq Courses #2111728, *International Travel*, and #2111212, *Export Controls*. However, if traveling to a location on the A&M System International Travel Risk Status Web site, employees must complete these trainings once every three years in accordance with A&M System Memorandum "International Travel to High Risk Countries" dated October 10, 2013.

## 9.0 RESOURCES

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

- 9.1 AgriLife Disbursements/Travel: <http://agriflifeas.tamu.edu/fiscal/travel/>; and
- 9.2 AgriLife Risk and Compliance: <http://agriflifeas.tamu.edu/risk-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](#)

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

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

[AgriLife Export Controls Compliance Program Manual](#)

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

[AG-710, International Travel Export License Exception Certification](#)

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

[Fly America Act](#)

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

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## **CONTACT OFFICE**

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For additional questions, contact AgriLife Risk and Compliance at 979-845-7879.

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## **REVISION HISTORY**

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