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PROCEDURE SUMMARY

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.

PROCEDURES AND RESPONSIBILITIES

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 Emburse is the official electronic routing system for travel pre-authorization requests and expense reports. All international travel must be submitted and finalized within Emburse 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 EMBURSE

- 3.1 Regardless of ADLOC, all employee international travel pre-authorization requests will be routed using Emburse and must be submitted at least seven (7) business days prior to the proposed travel start date to allow time for review and approval.
- a) If an international travel pre-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 subsequent 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 Emburse.

4.0 APPROVAL PROCESS USING THE EMBURSE SYSTEM

- 4.1 All travel pre-authorization requests for international travel must be approved by the unit/department head. Delegate approvers in Emburse cannot approve international travel requests.
- 4.2 After international travel pre-authorization requests have been approved by the unit/department head, approved requests will be routed 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 add the “International Travel Questionnaire (Foreign Only)” expense type before submitting the pre-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. The AG-715 can be uploaded into the pre-authorization request as an attachment and will be reviewed by AgriLife Ethics and Compliance. 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 and attach a copy in the pre-authorization request.
 - 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) Professional travel (which includes traveling with agency owned equipment on a personal trip) is currently prohibited to countries of concern.
- b) There are currently no exceptions to this prohibition. Any pre-authorization requests submitted will be returned in Emburse with a comment stating the travel is prohibited.

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 the Emburse booking tool, which will ensure compliance with the Fly America Act. Any exceptions in the 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 EMBURSE 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 pre-authorization 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 add the Export Control Expense type to the pre-authorization request located in Emburse. All 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 Emburse Export Control expense type replaced 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 Emburse Export Control Expense Type 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 REPORTING PERSONAL TRAVEL TO A COUNTRY OF CONCERN SPECIFIED IN GOVERNOR ABBOTT'S EXECUTIVE ACTION

- 9.1 Personal travel does not need to be submitted in Emburse.
- 9.2 Personal travel to a Country of Concern should not include engaging in any university business including accessing university systems or meeting with collaborators for work-related purposes. The university blocks access to campus resources from systems and networks located in foreign-adversary nations.
- 9.3 Texas A&M AgriLife employees are required to submit notification of personal travel to a foreign adversary nation prior to the travel as well as a post-travel brief in Workday.
- 9.4 Personal travel notification guides have been created by Workday Services and can be found at the link provided below in the Resources section and by logging in with your SSO credentials.
- 9.5 Questions or concerns about accessing this process should be directed to agrilifehr@ag.tamu.edu.

10.0 RESOURCES

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

- 10.1 AgriLife Disbursements/Travel: <http://agrilifeas.tamu.edu/fiscal/travel/>
- 10.2 AgriLife Ethics and Compliance: <http://agrilifeas.tamu.edu/ethics-compliance/>
- 10.3 Certification of Personal Travel to a Foreign-Adversary: https://it.tamus.edu/workdayservices/training/job_aid/request-travel-to-foreign-adversary/

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[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 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](#)

CONTACT OFFICE

Questions regarding this procedure should be referred to AgriLife Ethics and Compliance at 979-314-3475.

REVISION HISTORY

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