

Foreign Travel Checklist and Pre-Departure Considerations
Undergrad and Graduate Student



This list is **not** an exhaustive list of all that could be considered for foreign travel | GALVESTON
Burden of proof is on faculty and staff leaders to ensure travel is in compliance with university rules

<p>RECOMMENDED TIME LINE</p> <p>6 months to 1 year prior to departure</p>	<p>Contact Study Abroad Office*</p> <p>Study Abroad Office has very specific guidelines that should be followed before traveling internationally for <i>both</i> Undergraduate and Graduate students</p> <ul style="list-style-type: none"> • <i>TAMUG faculty: Where the undergraduate and/or graduate student enrolls in a specific Study Abroad Course led by the TAMUG faculty member, contact TAMUG Counseling & Career Services.</i> • <i>TAMUG students: Where the undergraduate and/or graduate student enrolls in a TAMU faculty led Study Abroad Course or a Reciprocal Education Exchange Program approved by TAMU, contact Ken Bailey.</i> • <i>TAMUG students: Where the undergraduate and/or graduate student enrolls in a Study Abroad Program outside of the TAMU system, contact the Study Abroad Office and the Student's Academic Department to make sure the credit will transfer.</i> • <i>For International Courses that have Field Trips (less than 50% of the course is taught abroad), faculty and students are strongly advised to use the Study Abroad Office for logistical help.</i> • <i>TAMUG undergraduate or graduate students: If going on a Study Abroad Course as a TA or to do Research, contact the Study Abroad Office for logistical help.</i> <p>Export Controls http://vpr.tamu.edu/resources/export-controls/export-control-manual-5_1</p> <p><input type="checkbox"/> Completed Export Controls Certification</p> <p><input type="checkbox"/> Works with Export Controls/Research and Graduate Studies on approvals/licenses</p> <p><input type="checkbox"/> Training is up to date, Train Traq # 2111212</p>
<p>3 – 6 months prior to departure</p>	<p>Identify Funding AND Account Number(s) for travel request</p> <p><input type="checkbox"/> Local Funds: Account Number: _____</p> <p><input type="checkbox"/> Research Grant (restrictive)^a: Account Number: _____</p> <p><input type="checkbox"/> Award: Award/Account Number: _____</p> <p><input type="checkbox"/> Contract: Contract/Account Number: _____</p> <p>a. Approved by Sponsored Research Services/Research and Graduate Studies</p> <p>Foreign Travel Policy and Student Travel Policy</p> <p><input type="checkbox"/> Reviewed University Rule 21.01.03.M1 - http://rules.tamu.edu/PDFs/21.01.03.M1.pdf</p> <p><input type="checkbox"/> Reviewed Student Travel 13.04.99.MI http://rules-saps.tamu.edu/PDFs/13.04.99.M1.pdf</p> <p><input type="checkbox"/> Reviewed Student Travel Procedure 13.04.99.G1.01 http://rules-saps.tamu.edu/PDFs/13.04.99.G1.01.pdf</p> <p><input type="checkbox"/> Training is current, Train Traq 2111728</p>

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	<p>Contact Information</p> <p>___ Emergency contact information is updated in Concur, HR Connect, & with your dept</p> <p>___ Verified student emergency contact information is updated</p> <p>___ Cell phone provider operates overseas</p>
<p>2 – 4 weeks prior to departure</p>	<p>___ Excused letter - missing classes</p> <p>___ Briefed all students of travel rules, including van safety procedures if using university vehicles to travel to and from airport</p> <p>Student travel procedures http://rules-saps.tamu.edu/PDFs/13.04.99.G1.01.pdf</p> <p>Van safety procedures - http://rules-saps.tamu.edu/PDFs/24.01.01.M0.01.pdf</p>
<p>2 – 4 weeks prior to departure</p>	<p>Undergrad students – DO NOT travel in the capacity of an employee</p> <p>___ Notify TAMUG-FMS when traveling out of the country; undergrad students will travel with a declining balance DART card</p> <p>Graduate Students – traveling in the capacity of an employee</p> <p>___ Notify TAMUG – FMS when traveling out of the country with travel card</p>
<p>1 week prior to departure</p>	<p>Copies of Documents</p> <p>___ Make copies of all important documents (e.g., itinerary, passport, visa, airline tickets, credit cards, etc) for family member</p> <p>Rental car company</p> <p>___ Secure vehicle(s) with rental company, if not already done via Concur</p> <p>___ Ensure driver(s) are of age to operate rental car vehicle</p>
<p>Departure Date</p>	<p>___ Have passport, credit cards, airline tickets, itinerary, cash for incidentals</p> <p>___ Luggage and gear properly secured in vehicle; and trailer, if using</p> <p>___ Manifest of who is traveling in each vehicle(s); department should have a copy</p>