



## Compliance Corner

### Summer Travel

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June 1, 2016 the official start of summer! Now that summer is here many of our faculty, students, and staff will travel to amazing places furthering their research. Greece, Denmark, Costa Rica, just to name a few.

Prior to leaving and just a few travel considerations: have you gone over your travel check list to ensure your Concur pre-trip authorization is complete; have you notified FMS, especially for travel abroad? Have you visited with RGSO regarding export items you may be traveling with, completed the necessary export control forms, and completed the required export control training? Have you completed the required travel training?

Traveling with students? Have you or your department gone through the proper channels to ensure you have complied with all student travel rules, both stateside and foreign travel?

Will you be utilizing rental or university vehicles: have you or your department verified those driving are of age and credentials are current and not expired? Have all trip participants reviewed the van safety procedures?

Poor planning could be detrimental to what otherwise would have been an exciting trip. Taking extra time to plan ahead can help ensure the safest [possible] trip so you do not miss a minute of valuable research time. Safe travels!

#### Export Training

Train Traq 2111212

<http://rules-saps.tamu.edu/PDFs/15.02.99.M1.pdf>

#### Travel Training

Train Traq Courses - 211201, 1211010, and 2111728

#### Student Travel

<http://rules.tamu.edu/PDFs/13.04.99.M1.pdf>

<http://rules.tamu.edu/PDFs/13.04.99.M1.01.pdf>

#### Van Safety

<http://rules-saps.tamu.edu/PDFs/24.01.01.M0.01.pdf>

#### Foreign Travel

<http://rules-saps.tamu.edu/PDFs/21.01.03.M0.02.pdf>

#### Disbursement of Funds

<http://policies.tamus.edu/21-01-03.pdf>