

Foreign Travel Checklist and Pre-Departure Considerations
Faculty and Staff



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

Name:	Date:
Department:	Phone:
Travel Location(s):	Trip Dates (start and return)

<p>RECOMMENDED TIME LINES 6 months to 1 year prior to departure</p>	<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"/> Work 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</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"/> Training is current, Train Traq 2111728</p> <p>Contact Information</p> <p><input type="checkbox"/> Emergency contact information is updated in Concur, HR Connect & with your dept</p> <p><input type="checkbox"/> Verified student emergency contact information is updated, if traveling with students</p> <p><input type="checkbox"/> Cell phone provider operates overseas</p> <p><input type="checkbox"/> BC/BS – may not provide coverage adequate overseas; recommended to supplement with CISI Coverage http://internationaltravel.tamu.edu/assistance-abroad-program/</p>
<p>1 – 2 months prior to departure</p>	<p>Concur Pre-trip Request</p> <p><i>Completed minimum 1 month prior to travel (unless extreme circumstances prevail)</i></p> <p><input type="checkbox"/> Approval to High-risk Country(s), if applicable – requires university President approval</p> <p><input type="checkbox"/> Concur Authorization Request Number _____</p> <p>Review Travel Warning http://www.tamus.edu/offices/risk/international-travel-risk-status/</p> <p><input type="checkbox"/> No Travel Warning</p> <p><input type="checkbox"/> Travel despite warning – complete Travel Warning addendum; will require TAMUG COO approval, and university President approval</p>
<p>2 – 4 weeks prior to departure</p>	<p>TAMUG Employee Travel Card</p> <p><input type="checkbox"/> Notified TAMUG - FMS traveling out of the country with travel card</p>

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1 week prior to departure	Review Travel Warning http://www.tamus.edu/offices/risk/international-travel-risk-status/
	___ Notify supervisor and Department Head of any significant changes
	Copies of Documents
	___ Makes copies of all important documents (e.g. itinerary, passport, visa, airlines tickets, credit cards, etc) for family member