



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 79.05: International Travel

DATE: February 10, 2022

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth the policies and procedures granting the approval of international travel to countries outside the United States.

REVIEW: This OP will be reviewed in November of odd-numbered years by the Section Manager of Travel Services and the Vice Provost for International Affairs with substantive revisions forwarded to the Chief Procurement Officer and the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Authority

According to [§ 660.024, Texas Government Code](#) (Vernon’s Civil Statutes Supplement, 2002), all international travel by state employees on state business must be approved in advance and in writing by the Chief Executive Officer or an employee designated by the Chief Administrator. The President of Texas Tech University has delegated authority for this approval to the Office of International Affairs (OIA) for all faculty, staff, and students.

2. Approval of International Travel

International travel (including U.S. possessions, Canada, or Mexico) must be approved by OIA prior to the trip commencement to comply with federal Export Control Regulations. A Travel Application should be processed in the Travel System at least 30 days before departure. Once the Travel Application is submitted, OIA will receive an email notification and will approve via the Comments section in the Travel System. The traveler cannot obtain a transportation request (TR), travel advance, or receive reimbursement for their expenses until OIA approves their trip.

To comply with Federal Export Control regulations (see [OP 74.10, Export Control](#)), the following information is required when submitting the Travel Application:

- List of all destinations;
- Destination contacts;
- Destination affiliations; and
- Business equipment/supplies that will be taken with the traveler.

3. State-Appropriated Funds

State-appropriated funds (funds starting with 11, 12, 13, and 14) are not allowed for international travel expenditures.

4. Travel Restrictions

TTU will follow state policy by denying any request for travel to a nation that is subject to a travel warning issued by the United States Department of State. OIA will determine if a country is under such a travel warning.

5. Fly America Act

- a. The [Fly America Act \(49 U.S.C. 40118\)](#) mandates the use of U.S. flag air carriers when traveling internationally on federal funds (funds beginning with 21). Waiver information, certified air carriers, and additional information are available at <http://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/travel-services/procurement-fly-america-act.pdf>.
- b. Travel agencies should be used for international travel to ensure compliance with the Fly America Act. See [OP 79.06, Transportation Requests](#), for additional information on transportation requests.

6. Travel Accident Emergency Evacuation Insurance

TTU students, faculty, and staff are automatically covered by a comprehensive insurance plan when traveling in foreign countries on state business. This plan covers medical, travel, and security assistance should the need arise. For questions regarding the policy coverage prior to the departure date, the traveler should contact the Managing Director of the TTU System Office of Risk Management at 806.742.0212. Information about the plan can be found at <http://www.texastech.edu/offices/risk-management/international-travel.php>.

7. Reimbursement of Travel Expenditures

- a. Meal and lodging expenses for travel may not exceed the amount actually incurred. Original, itemized receipts for meals may be submitted, or per diem may be claimed. The per diem rates used are the federal rates provided by the U.S. Department of State (http://aoprals.state.gov/content.asp?content_id=184&menu_id=78). Claims may not exceed the daily per diem rate without a completed *Travel Exception Form* (<http://www.depts.ttu.edu/procurement/forms/documents/travel/procurement-travel-exception-form.pdf>).
- b. Food and entertainment expenses incurred must comply with [OP 72.05, Expenditures for Official Functions, Business Meetings, and Entertainment](#).
- c. Travel expenses incurred in a foreign currency must be converted to U.S. dollars. Conversion documentation is required with the travel voucher and the date used for the conversion must be the date of the expense. If the receipt is not in English, the key reimbursement information must be translated into English.
- d. For specific details regarding the reimbursement of travel expenses to destinations outside the United States or its possessions, refer to [OP 79.08, Reimbursement of Travel Expenses](#).