



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 79.05: International Travel

DATE: January 9, 2020

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 Manager of Travel Services and the Vice Provost for International Affairs with substantive revisions forwarded to the Managing Director of Procurement Services and the Vice President for Administration and Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Authority

Pursuant 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 employees.

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 online Travel System at least 30 days prior to departure. Once the Travel Application is submitted, OIA will receive email notification and will approve via the Comments section in the Online Travel System. Once approved, email notification will be sent to the Traveler, Preparer and Travel Services and the Traveler may then proceed with making airline reservations, request advances, etc.

To comply with Federal Export Control regulations, the following information is required when submitting the Travel Application:

- List of All Destinations
- Destination Contacts
- Destination Affiliations
- Business Equipment/Supplies that will be taken with the traveler

3. State Appropriated Funds

State appropriated funds are not allowed for international travel reimbursement.

4. Travel Restrictions

TTU will follow state policy in not approving a 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 travelling internationally on federal funds (Funds beginning with 21XXXX). Waiver information, certified air carriers, and additional information is 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 to ensure compliance with the Fly America Act for international travel on federal funds. See [OP 79.06, Transportation Requests](#), for additional information on transportation requests.

6. Travel Accident Emergency Evacuation Insurance

TTU employees traveling in foreign countries on state business are covered by a supplemental insurance policy, Travel Accident Emergency Evacuation Insurance. 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.

The schedule of benefits is as follows:

\$50,000–Accident/Sickness Medical (\$50 deductible)
\$200,000–Accidental Death and Dismemberment
\$100,000–Emergency Medical Evacuation
\$20,000–Repatriation of Remains
Included–Bedside Visitation

7. Reimbursement of Travel Expenditures

- a. Meal and lodging expenses for travel may not exceed the amount actually incurred. Original, itemized receipts 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-exemption-form.pdf>)
- b. Food and entertainment expenses incurred must be in compliance 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.

- d. For specific details regarding reimbursement of travel expenses to destinations outside the United States or its possessions, refer to [OP 79.08, Reimbursement of Travel Expenses](#).