

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

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| Chapter 6 | Fiscal Policies and Procedures | Effective: | May 2000 |
| Section 6.2 | Travel Policies and Procedures | Revised: | February 2010 |
| Policy 6.2.3 | Foreign Travel | Responsibility: | Assistant Vice President for Business Affairs |

FOREIGN TRAVEL

Definition

Foreign travel consists of travel outside the United States, its possessions (i.e., U.S. Virgin Islands, Puerto Rico, and Guam), Mexico, and Canada.

Use of State Funds

With the exception of travel to Canada, Mexico, and U.S. possessions (i.e., U.S. Virgin Islands, Puerto Rico, and Guam), state funds shall not be used to fund travel outside of the United States.

Purpose of Travel

Official foreign travel will be approved for one of the following reasons only:

1. The individual is a key speaker at a scientific or professional meeting. Correspondence from the sponsoring agency should document to the satisfaction of the appropriate Executive Committee member the key role the participant will play in the program.
 2. The participant can learn a technique or a procedure which is not available in the United States, resulting in knowledge that will be beneficial to the educational and/or research programs of the Health Science Center. A statement or documentation verifying the uniqueness of the technique or procedure and the benefits to the participant and to the Health Science Center is required on the PeopleSoft Requisition.
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Time Requirements for Forms Submission

A PeopleSoft Travel Requisition for official foreign travel must be in the Executive Vice President for Business Affairs and Chief Financial Officer's Office seven (7) calendar days prior to the departure date.

Requirements for Registering

An employee or student traveling internationally on University business or sponsored trips is required to enter an itinerary with the [International SOS](#). This is accomplished automatically when using a contracted travel

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agency. Instructions for employees and students using other travel agencies are available at: <http://www.uthscsa.edu/business/purchasing/SecureFolder/intlsos.html>.

The United States Department of State issues travel warnings against or restriction on travel by United States citizens to certain nations. Health Science Center travelers requesting approval of travel to such a nation must include with the PeopleSoft travel requisition and a separate written and signed statement indicating that the traveler is aware of the travel warning and the potential risk associated with travel to the nation under the warning. Travel alerts are automatically sent to individuals that have registered their itinerary with the [International SOS](#). Travel warning information is also available at <http://www.uthscsa.edu/business/travel>.

Management Responsibilities

As part of their management responsibilities, Executive Committee members must ensure that foreign travel paperwork for their departments is complete and accurate before sending it forward to the Executive Vice President for Business Affairs and Chief Financial Officer's Office.
