



### 6.2.3 Foreign Travel

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.2 Travel Policies and Procedures	Date Last Reviewed: August 2023
Responsible Entity: Vice President and Chief Financial Officer	Date Last Revised: August 2023

#### I. Purpose

To establish requirements for all travel outside the United States of America associated with official UT Health San Antonio business.

#### II. Scope

This policy applies to all individuals affiliated with UT Health San Antonio engaging in foreign travel for official or educational purposes.

#### III. Policy

##### A. 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.

##### B. 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 UT Health San Antonio (UTHSA) . A statement or documentation verifying the uniqueness of the technique or procedure and the benefits to the participant and to UTHSA is required on the Travel Authorization.

## 6.2.3 Foreign Travel

### C. Time and Approval Requirements

Travel Authorization for official foreign travel must be submitted to the Chief Financial Officer or his/her delegate seven (7) calendar days prior to the departure date. Foreign travel to high-risk area require advance approval by the International Oversight Committee.

### D. Requirements for Registering

An employee or student traveling internationally on UTHSA business or sponsored trips is required to enter an itinerary with the International SOS. This is accomplished automatically when using a contracted travel agency. Should an employee or student use an external travel agency, they are still required to register and enter their itinerary with the International SOS.

UTHSA travelers who are U.S. citizens are also required to register their international travel, including travel to Canada, Mexico, and the contiguous Caribbean Islands, with the U.S. Department of State Smart Traveler Enrollment Program (STEP) which is located at: <https://step.state.gov/step/>.

The United States Department of State issues travel warnings against or restriction on travel by United States citizens to certain nations. UTHSA travelers requesting approval of travel to such a nation must include with the travel authorization 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>.

UTHSA academic and business travelers are urged to view the companion policies in the Institutional Handbook of Operating Policies (IHOP), Section 15.2.1, "International Travel Policies", and Section 15.4.1, "International Oversight Committee", before making international travel commitments. Only loaner PCs may be taken on trips to countries identified as high risk by the U.S. Department of State. To learn more about IT implications for international travel, review these [guidelines](#).

### E. Management Responsibilities

As part of their management responsibilities, Executive Committee offices must ensure that foreign travel paperwork for their departments is complete, accurate, and approved before submitting the foreign travel request to the Chief Financial Officer's Office or his/her delegate.

## 6.2.3 Foreign Travel

### IV. Definitions

When used in this document, the following words have the meaning set forth below unless a different meaning is required by context.

Foreign Travel –For Accounting reimbursement purposes, foreign travel consists of travel outside the United States, excluding travel to U.S. possessions and territories (i.e., U.S. Virgin Islands, Puerto Rico, and Guam), Mexico, and Canada. Travel to U.S. Possessions, Mexico, and Canda is considered Out of State Travel.

### V. Related References

*There are no related documents associated with this Policy.*

### VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>05/2000</b>	Policy Origination		
<b>12/2012</b>	Policy Revision		
<b>08/2023</b>	Policy Revision		