



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 79.04 Foreign Travel

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish the policies and procedures for granting approval of foreign travel.

REVIEW: This HSCEP OP will be reviewed December 1 of every odd-numbered year by the Director of Payment Services and Senior Director of the Office of Diversity, Inclusion, and Global Health, with recommendations for revisions forwarded to the Chief Financial Officer or his/her designee by December 15.

POLICY/PROCEDURE:

1. Required Approvals.

Travel to countries **without** a Department of State travel warning – written prior approval from the President's Office is required for all foreign travel other than to Canada and U.S. possessions. Written approval for official business travel must be obtained prior to the start of the trip and must be obtained even if paid from personal funds.

Travel to countries **with** a Department of State travel warning – TTUHSC El Paso funded travel to all countries and locations on the Department of State warning list is not allowed and will not be reimbursed by TTUHSC El Paso. If an individual elects to self-fund travel to such countries, they will be required to take vacation time as a clear indication the trip is not TTUHSC El Paso sanctioned.

Exemptions.

As per HSCEP OP 10.29, TTUHSC El Paso President may consider and grant exemptions on an individual basis when there is compelling justification and no suitable alternative exists. Approval for exemptions must be in writing prior to the start of the trip and copy of exemption must be submitted to TTUHSC El Paso Payment Services and Office of Diversity, Inclusion, and Global Health.

2. U. S. Department of State Travel Warnings.

TTUHSC El Paso will not approve a request for travel to a country that, at the time the request is received, is subject to a Travel Warning issued by the United States Department of State. To determine if a country is the subject of such a Travel Warning, contact the U.S. Department of State Office in Washington, DC at (202) 647-4000 or through their website at - <https://travel.state.gov/content/passports/en/alertswarnings.html>. The traveler should again review the Travel Warning website or call the State Department within two days prior to departure to ascertain that the country has not been placed on the Warning List in the interim period. **If the country has been placed on the Warning list, the traveler must cancel the trip.**

3. State Appropriated Funds.

Reimbursement for travel to foreign countries is **not** allowed on state appropriated funds.

4. **Allowable Expenses.**

Employees may be reimbursed actual expenses when traveling on official business to foreign countries. Original itemized receipts must be provided and must show proof of payment. Lost or missing meal receipts may be certified up to \$10 per day. Other meal receipts must be provided or the traveler will not be reimbursed.

5. **Mandatory International Health Travel/ MEDEVAC Insurance.**

TTUHSC El Paso employees traveling to foreign countries on official business are covered by a supplemental insurance policy for healthcare and medical evacuation while traveling abroad. For questions regarding the policy coverage and registration prior to the departure date, the traveler should contact the Office of Diversity, Inclusion, and Global Health at (915) 215-4805.