



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 (TTUHSC 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 Global Health and Societies, with recommendations for revisions forwarded to the Chief Financial Officer or his/her designee by December 15.

POLICY/PROCEDURE:

I. Required Approvals.

Written prior approval from the President's Office is required for all foreign travel, when conducting university-related business within one's capacity as a faculty or staff member regardless of the source of funds being used, even if paid from personal or third-party funds. Written approval must be obtained prior to the start of the trip and prior to incurring any travel expenses ([see Attachment A - Pre-Approval for Foreign Travel](#)). Travel to U.S. possessions does not require prior written approval.

II. Restricted Areas.

Travel to an Area (region) subject to the following advisories or warnings are considered Restricted Areas under this HSCEP OP:

- U.S. Department of State travel advisory level 3 (Reconsider Travel) or 4 (Do Not Travel),
- Centers for Disease Control and Prevention (CDC) Travel Health Notice of Warning Level 3 (Avoid Nonessential Travel), and

Unless approved by the President's Office, university-related travel to Restricted Area is prohibited and will not be reimbursed by TTUHSC El Paso. All request for university-related travel to Restricted Area must demonstrate a rationale for the elevated-risk travel, special efforts of the traveler to mitigate risk, and a statement of how the travel is of the benefit to the university. Such request will be considered on an individual basis and must be submitted at least five (5) weeks prior to proposed departure.

To determine the travel advisory level assigned by the U.S. Department of State, please visit the following website: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>.

To determine the travel health notice warning level by the CDC, please visit the following website: <https://wwwnc.cdc.gov/travel/notices>.

The employee should again review both the U.S. Department of State and the CDC's website within two (2) days prior to departure to ascertain that the country does not meet the criteria for a Restricted Area. If the country status is changed to meet the criteria of a Restricted Area under this HSCEP OP after the trip is booked, **the employee must cancel the trip and seek a refund for any prepaid expenses (such as airline/hotel) in order to mitigate the loss of funds**. If vendors refuse reimbursement of prepaid expenses and approval was obtained from the President's Office prior to incurring costs, TTUHSC El Paso will issue reimbursement of cancellation charges on a local funding source only. **Employees are responsible for ensuring they do not travel to Restricted Areas. TTUHSC El Paso has no obligation to reimburse any travel expense to a Restricted Area.**

III. State Appropriated Funds

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

IV. Allowable Expenses.

Employees may be reimbursed actual expenses when traveling on university-related business to foreign countries. Original itemized receipts must be provided for lodging and expenses for meals. All receipts must show proof of payment. Lost or missing meal receipts may be certified up to \$10 per day.

Conservation of funds is encouraged. Departments and areas may set lower rates and vary them as they choose.

V. 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 Global Health and Societies at (915) 215-4805.