

Travel Guidelines Department of Economics

All travel by university employees and students on university business must be **approved in advance**.

It is the responsibility of every University employee and student to check their foreign destination for any **Travel Warnings/Alerts** when requesting approval for foreign travel.

Regardless of the funding source, foreign travel by an employee electing to travel on university business to a country subject to a Travel Warning must obtain **APPROVAL IN ADVANCE by the University President** regardless of the employee's citizenry.

NO TRAVEL WARNINGS REQUESTS WILL BE ACCEPTED OR APPROVED AFTER DEPARTURE.

Required forms:

All DOMESTIC Continental United States travel:

The "standard" T&L (travel and leave) form must be submitted prior to travel.

<http://econweb.tamu.edu/Staff%20Forms/Travel%20Form.PDF>

All FOREIGN TRAVEL outside the continental United States, including Canada, Mexico or any state or possession of the U.S.:

The two (2) page, "Foreign Travel Request Form" must be submitted as soon as possible but **no later than (one) month before planned departure**.

http://finance.tamu.edu/contracts/travel_abroad.asp

All travel to a country under a TRAVEL WARNING:

http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

The "Acknowledgement of Risk" form must be submitted along with the (2) page "Foreign Travel Request Form".

<http://finance.tamu.edu/contracts/forms/Acknowledgement-Of-Risk.pdf>

Submit all forms and questions to Carolyn or Tricia