

## Procedure BF-T-PR2 International Travel - Local and State Appropriated Funds

Responsible Officer: Chief Financial Officer and Vice President  
Sponsoring Department: Procurement and Payment Services  
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Errors or changes to: [policysite@uta.edu](mailto:policysite@uta.edu)

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### PROCEDURE OBJECTIVE

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Procedure BF-T-PR2 provides procedural guidelines for international travel in accordance with applicable laws and rules. International travel is travel to any country outside of the United States and U.S. territories and possessions. This procedure details how to request approval for international travel, how to convert and interpret travel receipts and an explanation of International SOS, the vendor contracted by the UT System to provide international assistant services.

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### RATIONALE

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Rules and policies governing the approval and definition of international travel come from a variety of sources including the State of Texas Travel Regulations Act (Chapter 660 of the Texas Government Code) and the Board of Regents' Rules and Regulations. These rules and policies define international travel as travel to, in, or from a destination that is neither in the United States, nor a possession of the United States. To assist university employees with calls for help, advice and medical response when traveling internationally, this procedure explains the organization that the UT System has contracted with to provide international assistant services to its employees and students when traveling on university business.

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## SCOPE

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All UTA employees, students, and official guests/volunteers participating in University-sponsored international travel.

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## RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

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UT System Administration Policies and Standards	Other Policies and Standards
<a href="#">Board of Regents' Rules and Regulations, Rule 20801</a> <a href="#">UTS 190 International Travel Policy</a>	<a href="#">Texas Travel Regulation Act Chapter 660 of Texas Government Code</a>

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## CONTACTS

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If you have any questions about UTA Procedure BF-T-PR2 contact the following departments:

Subject	Office Name	Telephone Number	Email/URL
All topics in procedure	Procurement & Payment Services	817-272-2194	<a href="mailto:travelservices@uta.edu">travelservices@uta.edu</a> <a href="http://www.uta.edu/policy/bac/travel">http://www.uta.edu/policy/bac/travel</a>
Website access	Office of Legal Affairs	817-272-5577	<a href="mailto:kphillips@uta.edu">kphillips@uta.edu</a>

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## DEFINITIONS

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**Chartfields:** Data fields used to segregate accounting information, i.e. cost center, department, fund, account, business unit, project, activity, and function.

**International Travel:** Travel to, in or from, any country outside of the United States and U.S. Territories and Possessions.

**State Appropriate Funds:** Chartfields that are funded by State general revenue. Most state appropriated funded Chartfields have Fund "21xx". State appropriated funded accounts also appear in other numbered Charfields if the Fund is 21xx.

**Travel Authorization:** This document is used in UT Share to authorize travel for employees, prospective employees, students, and non-employees who are traveling for UTA business.

**Expense Report:** This document is used in UT Share to reimburse business travel expenses. The expense report is used to provide a detailed record of the travel expenses as well as identify the nature of the business conducted.

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## RESPONSIBILITIES

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## **The Traveler and/or the Individuals Responsible for Completing the Expense Reports**

- Obtains pre-approval (if using state appropriated funds) from either the Provost and Vice President for Academic Affairs or Vice President for Human Resources before traveling internationally
- Obtains approval from the UTA International Oversight Committee before traveling to areas of high risk
- Obtains International SOS registration prior to traveling internationally
- Retains receipts of all expenditures while traveling
- Converts all receipts obtained while traveling to US dollars
- Completes the *Expense Report* upon return from traveling

### **Provost and Vice President for Academic Affairs**

- Approves faculty requests for international travel that use state appropriated funds

### **Vice President for Human Resources**

- Approves staff requests for international travel that use state appropriated funds

### **International Oversight Committee**

- Reviews and approves/denies all University-sponsored travel to areas of High Risk.
- Issues travel recalls any time if threat assessment warrants

### **International SOS**

- Provides 24-hour medical response and international assistance to UTA employees and students that are traveling internationally on university business.

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## **PROCEDURES**

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### **Section I. Pre-Travel Authorization using State Appropriated Funds**

If using state appropriated funds and traveling to foreign countries other than Canada, Mexico, or U.S. possessions, the Travel Authorization must be pre-approved by a person authorized by the President of the University to act in the official capacity of approving international travel. Faculty should contact the office of the Provost and Vice President for Academic Affairs, and staff should contact the Vice President for Human Resources.

#### **Travel Authorization Requirement:**

- Documentation of an approved pre-travel authorization must be attached to the UTShare Travel Authorization.

## Section II. Travel Authorization using Local Funds

If using local funds for international travel, a fully approved Travel Authorization is required before a trip occurs, whether or not there is a cost to the University. Please see [Procedure BF-T-PR1](#), for complete information on Travel Authorizations.

## Section III. Approval for Travel to areas of High Risk

- A. University-sponsored travel to areas of High Risk must be approved by the [UTA International Oversight Committee \(IOC\)](#) prior to travel. This includes travel to locations where:
- 1.. The [U.S. State Department](#) has issued the following Travel Advisories:
    - a. Level 4: Do not travel
    - b. Level 3: Reconsider travel (note: this includes numerical advisory levels for sub-regions within a county; e.g., states in Mexico)
  2. [The Center for Disease Control and Prevention \(CDC\)](#) has issued a Warning Level 3: Avoid Nonessential Travel Health Notice, or
  3. The IOC has deemed significant health, safety, or security risks are present. This could include:
    - a. Any region with a U.S. State Department Travel Advisory recommendation of “Do Not Travel” or “Reconsider Travel” within a country rated as Travel Advisory Level 2: Exercise increased caution, or Level 1: Exercise normal precautions.

The countries on the current travel advisory list may be found on the [U.S. Department of State website](#). Countries on the travel warning list may include Canada or the United Mexican States (Mexico). Additionally, the Level 3 updates for travelers may be found on the [Centers for Disease Control and Prevention](#). Requests for exemptions for travel to countries listed on either travel websites should be directed to the UTA IOC chairman at [horn@uta.edu](mailto:horn@uta.edu).

If the U.S. Department of State or the Centers for Disease Control and Prevention issues a travel advisory, any program not started, and any participant or employee planned travel that has not occurred, is automatically suspended pending review by the UTA IOC. Programs or travel in progress when the warning is issued will be evaluated by the UTA IOC to determine whether the threat is imminent, and personnel and students should be recalled.

### Travel Authorization Requirement:

- Documentation with IOC approval must be attached to the UTShare Travel Authorization.

## Section IV. International SOS Registration

The UT System Office of Risk Management has a contract with International SOS (ISOS). Registration with ISOS is required prior to travel for faculty, staff, students and official guests/volunteers traveling internationally to conduct university business as a representative of University, such as participation in research, conferences, meetings and teaching endeavors. This does include Canada and the United Mexican States. ISOS automatically receives traveler

information from our travel agencies, Corporate Travel Planners (CTP) and Anthony Travel, Inc (ATI). International SOS will send a membership card, security and medical alerts, and country guides to the traveler as soon as the trip is booked. Any traveler who uses CTP and/or ATI will be automatically registered with International SOS and can be tracked and easily located while traveling. If a traveler has obtained permission not to use CTP or ATI for booking travel, the traveler must still register with International SOS by accessing the UT System portal at <http://www.internationalsos.com> and using the UT System membership number 11BSGC000037 to complete a registration.

ISOS is a comprehensive, 24-hour medical response organization that provides international assistance services to leading multinational corporations, insurers, and financial institutions, as well as governmental and non-governmental organizations. The backbone of the worldwide ISOS servicing infrastructure consists of multilingual Alarm Centers on duty 24 hours a day, 365 days a year. International SOS responds to calls for help and advice from students, travelers, and expatriates, managing the simplest task such as doctor referral to the most complex emergency evaluation.

A summary of the specific coverages and services offered under the Scholastic Comprehensive Service Program are provided below:

A. Medical Evaluation

- Insured- Medically supervised repatriation
- Insured- Repatriation of mortal remains
- Insured- Return of Minors
- 24-hour access to worldwide SOS Alarm Centers staffed with multilingual coordinators and international SOS physicians who provide medical information as well as medical and dental referrals
- Access to International SOS medical clinics worldwide
- Inpatient and outpatient case management and medical monitoring services
- Inpatient and outpatient medical expense guarantee and payment
- Dispatch of prescription medication and medical equipment

B. Security Evaluation

- Insured Security Evacuations
- Travel Security Information
- 24-hour access to International SOS Crisis Centers
- Security Evacuation Assistance and Coordination
- Security Surveys & Emergency Response Planning
- Automatic Email Alerts and Warnings

C. On-Line Features

- Scholastic Portal
- Custom Communication Portal
- Personal Travel Record for Tracking Student and Employee Destinations
- Emergency Record/Vaccination Management Program
- Email Alerts
- Country Guides

- Security On-Line

D. Advance Payments

Although the ISOS program does not provide any direct insurance for medical expenses, advance cash payments to members or medical providers are available through the program if necessary. ISOS will then request reimbursement from UT System and will assist UT System with obtaining and translating medical documentation for the insurance claim submission.

E. Coverage for Travelers other than Faculty, Staff, or Students

We recommend that all travel companions accompanying a covered individual on a trip abroad purchase an individual ISOS membership. This will ensure that travel companions have access to these services in case they experience a medical or security emergency. A travel companion can obtain a quote for an individual membership at the website below. By entering the UT System's membership number, under the preferred pricing field, travel companions can receive a 20% discount off the membership cost. This discount is available to employees and their families for leisure travel as well.

The [International SOS website](#), membership number 11BSGC000037, has valuable travel, security and medical information for the specific destinations and is an excellent resource for pre-trip planning.

## Section V. Meals, Incidentals and Lodging – Local Funds Only

The per diem rate query for travel outside the contiguous United States, using local funds: Department of Defense (DOD) <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

A. Travel Meals:

1. All meal expenses are reimbursed for actuals up to, but not exceeding, the DOD Local Meal rate. The total must include tax and tip.

If the meal expense exceeds the maximum per diem rate for the location, an itemized receipt is required.

Note: Alcohol is not allowable as part of regular travel meals.

**Expense Report Requirement:**

- Itemized receipts required if exceeding the maximum per diem rate for meals
- Screenshot of OANDA currency converter information, if applicable
- Screenshot of the DOD Per Diem Rates page for the location

B. Foreign incidentals: Include, but not limited to:

- Rental car charge
- Gasoline for rental car or university-owned vehicle
- Parking Charge - hotel, airport, etc.
- Toll charge
- Departure tax in foreign countries
- Visa for foreign travel

- Currency exchange
- Inoculations
- Passport

**Expense Report Requirement:**

- Receipts
- Screenshot of OANDA currency converter information, if applicable
- Screenshot of the DOD Per Diem Rates page for the location

C. Non-Allowable business-related travel expenses: Include, but not limited to:

1. Excess baggage charges for personal belongings. This is inclusive of checking more than one (1) piece of luggage, overweight or oversized.
2. Any other personal expense items such as, cleaning or laundry, alcoholic beverages, tours, sporting events, kennel or boarding charges for a pet, babysitting or daycare charges for children.
3. Any expense not required for official state business

D. Business / Entertainment Meals

Business / entertainment meal expenses are expenditures that are allowed in order to entertain and conduct business with a customer or client and the traveler. All business/entertainment meals must be reasonable and benefit the University. Reimbursement for business / entertainment meals include the following requirements:

1. Business/entertainment meal expenditure for University traveler:  
Counted as part of the traveler's meal total for the day. Therefore, the traveler can only claim per diem for 2 meals per day, or 75% of the daily total when a business meal will occur as the 3rd.
2. Business/entertainment meal expenditures for Person(s) other than traveler:  
The '*Proportional Meals*' rate for the state/country and locality will be used to reimburse for persons other than the traveler. Sales tax will be reimbursed, and a maximum tip of 20% is allowed.
2. Alcohol is only allowed when purchased and consumed as part of a business / entertainment meal, or if there is a business reason for the purchase.
3. Sales tax and a maximum tip of 20% can be added to the total of the business / entertainment meal.

**Expense Report Requirements:**

- Itemized Receipt
- *Official Occasion Expense Form*, Form BF-PGS-F5
- Screenshot of OANDA currency converter information, if applicable

E. Lodging

All foreign lodging is reimbursed for actuals up to, but not exceeding, the DOD per diem rates published for the destination country/state and locality indicated.

1. Applicable fees and taxes are in addition to the DOD rate.
2. If the traveler's nightly rate varies, the actual total of the lodging cost cannot exceed the maximum of the per diem for the number of designated nights.
3. Receipts for lodging booked online (Priceline, Orbitz, Travelocity, etc.) may only be used as proof of payment and not as proof of stay. **Please note:** *Some hotels may not automatically provide an itemized receipt if the room was booked online. In this case it may be necessary for the traveler to ask for one, or an acknowledgement that the booked stay was completed.*
4. Lodging receipts must show: Commercial lodging establishment name, commercial lodging address, daily itemization of all charges, name of the employee/occupant, single room rate, and proof of payment.
5. A traveler may pay for, and be reimbursed for, another university employee's or student's lodging expense.\* The receipt must list the names of the university employees or students included on the receipt.
  - \* Include in the Expense Report an attestation statement by the employee/student/traveler whose expenses were paid, that they will not submit a claim for travel expenses already reimbursed to the employee who paid the expense.

**Expense Report Requirements:**

- Itemized Receipt
- Screenshot of OANDA currency converter information, if applicable
- Screenshot of the DOD Per Diem Rates page for the location

## **Section VI. Meals, Incidentals and Lodging – State Funds Only**

The Texas Comptroller of Public Accounts created [Textravel](#) to provide information on state travel laws and rules to assist institutions of higher education.

The per diem rate query for all travel outside the contiguous United States:  
Department of Defense (DOD) <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

## **Section VII. Receipts and Expense Report Submittals – Local and State Funds**

- A. Traveler is subject to Procedure BF-T-PR6, Section III. Submission Timeline of Expense Reports.
- B. Receipt content: Receipts should be in the name of the traveler and be for the dates claimed on the Expense Report.
- C. Conference Attendance: All travelers attending a conference must submit the conference agenda as part of their travel supporting documentation.
- D. Receipts from international travel must be converted to US dollars. Use [OANDA](#) for an easy-to-use converter.



Date of the conversion should be the date money was exchanged (attach receipt) or the date of the charge (Example: settlement date of a hotel bill). Screen print the information obtained from the website and attach to the Expense Report. Also a copy of the monthly credit card statement showing the billing in dollars can be used.

- E. Be especially careful to obtain receipts of all expenditures. It is very difficult to obtain these after returning.
- F. It is also helpful for the traveler to interpret each receipt by making a note of the total paid and state the reason for the expense. Example: Hotel bill- xxxx daily room charge- xxxx daily room taxes.

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## FORMS AND TOOLS/ONLINE PROCESSES

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- [Travel Authorization](#)
- [Expense Report](#)
- [UTA International Oversight Committee \(IOC\)](#)
- [U.S. Department of State – Travel Advisories](#)
- [Centers for Disease Control and Prevention – Travel Health Notices](#)
- [International SOS](#)
- [Department of Defense Per Diem Rates Query](#)
- [TexTravel](#)
- [OANDA Currency Converter](#)

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## APPENDICES

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None