

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.2	Travel Policies and Procedures	Revised:	September 2008
<b>Policy 6.2.3</b>	<b>Foreign Travel</b>	Responsibility:	Assistant Vice President for Business Affairs

## **FOREIGN TRAVEL**

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### **Definition**

Foreign travel consists of travel outside the United States, its possessions (i.e., U.S. Virgin Islands, Puerto Rico, and Guam), Mexico, and Canada.

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### **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.

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### **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 Health Science Center. A statement or documentation verifying the uniqueness of the technique or procedure and the benefits to the participant and to the Health Science Center is required on the PeopleSoft Requisition.
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### **Time Requirements for Forms Submission**

A PeopleSoft Travel Requisition for official foreign travel must be in the Executive Vice President for Business Affairs and Chief Financial Officer's Office seven (7) calendar days prior to the departure date.

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### **Travel Warnings**

The United States Department of State issues travel warnings against or restriction on travel by United States citizens to certain nations. Health Science Center travelers requesting approval of travel to such a

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nation must include with the PeopleSoft travel requisition 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 warning information is available at <http://www.uthscsa.edu/business/travel>.

**Management  
Responsibilities**

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As part of their management responsibilities, Executive Committee members must ensure that foreign travel paperwork for their departments is complete and accurate before sending it forward to the Executive Vice President for Business Affairs and Chief Financial Officer's Office.

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