



## **Procedure #: 3.4.1: International Travel**

**Managing Office:** Comptroller's Office – Accounts Payable/Office of Research Compliance (ORC)

**Effective Date:** June 15, 2024

**Review History:**

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### **I. Definition**

For the purposes of this Policy procedure, University-Sponsored or Supported International Travel is defined as any travel to destinations outside the fifty states of the United States of America and the District of Columbia, including the high seas, that meets one or more of the following conditions:

- Funded in full or in part by Alabama A&M University, including university-stewarded funds such as government and foundation grants that are administered by the University
- Academic credit awarded
- Organized by a University-recognized student group or university department
- Faculty/Staff member will be representing Alabama A&M University on site.

### **II. Travel Registry**

All faculty, staff and students traveling abroad as part of a University-Sponsored or Supported International Travel program are required to register by entering their travel information using the **Laserfiche Foreign Travel Form** before they seek **travel approval through Concur**. The University Travel Registry is a confidential and secure database for maintaining key travel information for Faculty, Staff, and Students traveling abroad. Required travel information may include, but is not limited to, travel dates and locations, flight information, local contact information, and accommodations. Failure to submit the required information may result in delays or forfeiture of reimbursement from the university. Additionally, not registering may hinder the university's ability to provide logistical support in the event of an emergency.

### **III. Pre-Departure and Post-Trip Security Briefing**

All faculty, staff and students traveling abroad as part of a University-Sponsored or Supported International Travel program are required to participate in a pre-departure security briefing and a post-trip briefing as mandated by the federal guidelines. Failure to abide by these requirements may result in delays or forfeiture of reimbursement from the university.

#### **IV. Travel Insurance**

All travelers on AAMU business are required to have travel abroad health insurance coverage from the University's authorized vendor, regardless of whether the traveler has other health care coverage. Student travelers are responsible for verifying travel abroad health insurance coverage through either self-enrollment or coordination with their sponsoring units. Units sponsoring AAMU travel are responsible for informing travelers of this travel abroad health insurance requirement and for facilitating compliance for individuals where appropriate.

#### **V. Travel Suspension Condition**

A Travel Suspension Condition shall be declared for any country or region for which serious health and/or significant security concerns exist in the country or region. The University consults multiple sources to assess risk and determine areas to be placed under a Travel Suspension Condition. These sources include the U.S. Department of State, the Centers for Disease Control, the World Health Organization, and other sources. The University will regularly monitor conditions and maintain the list of countries/regions under a Travel Suspension Condition for traveler review and reference.

Individuals who are planning to pursue University-Sponsored or Supported travel to a location under a University Travel Suspension Condition can submit a petition for exception. Petitions for Exception should include information related to travel preparation and orientation, nature of work, a description of international travel experience, travel logistics and accommodation, and local partnerships and resources, and emergency, security, and health safety plans. Petitions for Exceptions are reviewed and approved by the traveler's respective dean or vice president's office.

#### **VI. Compliance**

Failure to comply with this Policy procedure and/or regulations promulgated hereunder will be deemed a violation of University Policy and subject to disciplinary action in accordance with the disciplinary guidelines as outlined in the Faculty or Staff Handbook, whichever one is applicable to the individual.

#### **VII. Revision History**

- June 2024 Policy Updated

#### **VIII. Authority: President**

Responsible Office: Comptroller's Office – Accounts Payable/Office of Research Compliance (ORC)

#### **IX. Related Documents**

- University Policy 3.4: Travel.