

Attachment A – MSU Foreign Adversary Nations Travel Form

The Texas Governor's [Executive Order GA-48](#)—as amended and/or codified—requires University and System personnel to submit a pre-travel notification and post-travel brief outlining details of any *personal* travel to a country on the U.S. Department of Commerce's foreign adversaries list under [15 C.F.R. § 791.4](#); travel for *professional* purposes is prohibited. Personal travel to any country listed as a foreign adversary therein must (1) complete a pre-travel notification and e-mail it as directed below *prior* to travel; and (2) complete a post-travel brief and e-mail it (including the section on any gifts offered to you from foreign sources) to the designated offices no later than seven (7) days after returning from the trip.

PRE-TRAVEL NOTIFICATION

Name (First, Middle, Last): _____

Component Institution: _____

Department and Title: _____

Anticipated Travel Dates: Departure: _____ Return: _____

Anticipated Cities/Countries: _____

E-mail the Pre-Travel notification to: human.resources@msutexas.edu

POST-TRAVEL BRIEF

Dates of Travel: Departure: _____ Return: _____

Purpose of Trip select all that apply:

☐ Business/Profession (other than official University business)

☐ Volunteer activities

☐ Education (other than official University business)

☐ Other

☐ Tourism

☐ Visit family/friends

☐ Conference or seminar (other than official University business)

If Other, explain: _____

Cities/Countries visited: _____

Did you deviate from the itinerary you provided prior to your departure? Yes ☐ No ☐

If Yes, explain: _____

Were you offered any gifts or travel by groups representing the cities/countries? Yes ☐ No ☐

If No, e-mail the Post-Travel Brief to: human.resources@msutexas.edu.

If Yes, complete the attached [Attachment B – MSU Gifts from Foreign Sources Report Form](#) and e-mail it to: bus.office@msutexas.edu and e-mail the completed Attachment A to: human.resources@msutexas.edu.

And if you wish to report an ethics violation pursuant to [MSU OP 52.20: Ethics Policy for Employees of MSU](#) (Sec. E.2.e - Prohibited Benefits), contact the University's Human Resources Office (human.resources@msutexas.edu) or anonymously to the University's [Fraud and Misconduct Hotline](#).

Attachment B – MSU Gifts from Foreign Sources Report Form

In accordance with [MSU OP 32.04: Disclosure of Certain Gifts from Foreign Persons](#), any MSU faculty member, staff member, student, or student organization who is approached by a potential donor who is either a foreign source or a representative of a foreign source must immediately contact the MSU Vice President for Administration and Finance (bus.office@msutexas.edu) with the following information listed below about the potential gift.

And in accordance with [MSU OP 52.20: Ethics Policy for Employees of MSU](#), Section D.8 (Foreign Travel), MSU personnel can report being approached by groups representing a country on the U. S. Department of Commerce's foreign adversaries list under [15 C.F.R. § 791.4](#), that offer gifts or travel, to the MSU Vice President for Administration and Finance (bus.office@msutexas.edu) with the following information listed below, and any violations of the ethics policy to the University's Human Resources Office (human.resources@msutexas.edu) or anonymously to the University's [Fraud and Misconduct Hotline](#).

1. Name of the donor: _____
2. Value or amount of the gift: _____
3. The date of the gift: _____
4. The donor's country of citizenship or, if unknown, the principal residence for a foreign source who is an individual:

5. The donor's country of creation, or, if unknown, the principal place of business for a foreign source which is a legal entity:

6. Any restrictions or conditions placed on the gift by the donor and whether any other donors have attempted to impose similar conditions upon their gifts within the current fiscal year.

