



MIDWESTERN STATE UNIVERSITY

# Operating Policies & Procedures Manual

## University Operating Policy/Procedure (“OP”) OP 70.07: International Travel

**Approval Authority:** President  
**Policy Type:** University Operating Policy and Procedure  
**Policy Owner:** Vice President for Administration and Finance  
**Responsible Office:** Business Office  
**Next Scheduled Review:** 10/01/2028. This OP will be reviewed in October every three (3) years, or as needed, by the Vice President for Administration and Finance with revisions forwarded to the President.

### I. Purpose

The purpose of this OP is to set forth the policies and procedures of Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System, for granting the approval of international travel to countries outside the United States.

### II. Definitions

Refer to MSU OP 70.01: Travel Authority and Definitions for MSU, Section II.

### III. Policy/Procedure

#### A. Authority

In accordance with § [660.024, Texas Government Code](#) (Vernon's Civil Statutes Supplement, 2002), all international travel by state employees on state business must be approved in advance and in writing by the chief administrator or designee. The President must approve all international travel for MSU employees. The approval process for official travel is activated by the submission of the Request for Travel Authorization (RTA). The RTA form is available on the [Business Office](#) webpage. The RTA must be completed and submitted for all official travel, regardless of the funding source and amount of travel.

#### B. Approval of International Travel

All international travel requires approval by the appropriate vice president and the president. . Please submit an RTA at least three (3) weeks prior to departure. Please review the section below on use of funds:

#### 1. Local Accounts

Local funds may be used to reimburse all state business travel related expenses, as per guidelines set forth in MSU OP 70.05: Reimbursement of Travel Expenses.

#### 2. Contracts and Grants

- a. When international travel expenses will be paid from a federal or state contract and/or grant funds, advanced approval from the Office of Sponsored Programs and Research as well as any other required approvals must be obtained and attached to the RTA. Such approval may be a letter from the appropriate grant administrator giving approval for use of funds for such travel or specific authorization for the travel may be stated in the approved grant or contract.
- b. It is the responsibility of the principal investigator or project director to secure all necessary approvals from the granting agency prior to submission of the RTA; failure to do so will result in disallowance of the travel expenses.

### **C. Travel Restrictions**

1. Travel to countries listed as high risk by the U.S. Department of State is not permitted without approval. Travel warnings can be found at the [U.S. Department of State](#) website. For more details about pre-departure risk assessment, refer to MSU OP 10.xx: Study Abroad Programs, Section 6.
2. Passports are required for international air travel for citizens of the United States, including Canada and Mexico.
3. The Fly America Act (49 U.S.C. 40118) mandates the use of U.S. flag air carriers when travelling internationally on federal funds. The [Fly America Act Waiver Checklist](#) must be used by departments to determine and document whether air travel qualifies for a waiver of these restrictions. The completed checklist must accompany all travel vouchers for trips outside the contiguous United States using federal funds. In the event it is determined that the appropriate air carrier was not used, the expense may be denied or must be transferred to non-sponsored or non-state appropriated funds.

### **D. International Travel Insurance Program**

Mandatory international travel insurance information is set forth in MSU OP 70.xx: International Travel Insurance Program.

### **E. Reimbursement of Travel Expenditures**

1. Itemized receipts are required for all international travel-related expenses and must be attached to the expense report to receive reimbursement. Reimbursement for international travel expenditures follows the same guidelines set forth in MSU OP 70.05: Reimbursement of Travel Expenses.
2. State agencies may reimburse airport boarding passes and departure taxes, in addition to reimbursements allowed under MSU OP 70.05: Reimbursement of Travel Expenses.
3. Travel expenses incurred in a foreign currency must be converted to U.S. dollars using the currency converter link found on the travel office website. Conversion documentation is required with the travel voucher and the date used for the conversion must be the date of the expense. Also, please note the current rate of exchange used on the travel voucher.

#### IV. Related Statutes, Rules, Policies, Forms, and Websites

[Executive Order GA-48](#)—as amended and/or codified—requiring University and TTU System employees 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](#).

TTU System

[TTU System Regents' Rule 07.09](#) (Travel authorization, reimbursement, and institutional regulations)

Link: [Fly America Act Waiver Checklist](#)

TTU System Regulation 07.16.4 (Foreign Adversaries - Gifts and Travel/Policy – Personal Travel)

Link: [FOREIGN ADVERSARY NATIONS TRAVEL FORM](#)

MSU

MSU OP 10.xx: Study Abroad Programs, Section 6

MSU OP 70.01: Travel Authority and Definitions for MSU

MSU OP 70.05: Reimbursement of Travel Expenses

MSU OP 70.xx: International Travel Insurance Program

#### V. Responsible Office

Contact: Business Office  
Phone: (940) 397-4104  
Email: [bus.office@msutexas.edu](mailto:bus.office@msutexas.edu)

#### VI. Revision History

\_\_\_\_ 202\_: Approved and adopted by MSU President Stacia Haynie as Operating  
*International Travel*

Policy/Procedure (“OP”) 70.07: International Travel.

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Stacia Haynie, President  
Midwestern State University

Date Signed: \_\_\_\_\_

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