MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure ("OP")
OP 70.10~~7~~: International Travel Insurance Program

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

I. Purpose

The purpose of this OP of Midwestern State University ("MSU" or "University"), a component institution of the Texas Tech University ("TTU") System, is to establish the University international travel insurance program.

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 of MSU must approve ~~approve~~ all international travel in advance of the trip.~~has designated the Vice President for Administration and Finance as the final approver for international travel~~. The approval process for official travel is activated by the submission of the ~~Pre-Approval ("PA") in Banner~~Request for Travel Authorization (RTA) form. Detailed instructions for completing the ~~PA~~ RTA are available on the Business Office webpage. The ~~PA~~ 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 ~~provost~~ appropriate vice president and the President through the ~~Chrome River~~RTA approval process. Please submit an ~~Pa~~ RTA form ~~with the Affirmation, Waiver and Liability Release (Link A) form attached to the PA~~ at least six (4~~6~~) weeks prior to departure. Please review the section below on use of funds:

1. State Accounts

   ~~Actual lodging and meal expenses are reimbursable on state funds, as per MSU OP 70.04: Reimbursement of Travel Expenses guidelines on meal and lodging expenses. All other state business travel related expenses will be reimbursable with local funds – as per guidelines in MSU OP 70.05.~~State accounts should never be used for international travel.

2. ~~Local~~Institutional Accounts

   ~~Local~~ Institutional 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.

3. Contracts and Grants

   a. When international travel expenses will be paid from federal or state contract and/or grant funds, advanced approval from the President's Office as well as approval by the Office of Sponsored Research (OSPR) and any other required approvals must be obtained and attached to the ~~PA~~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 ~~PA~~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 10.14: Study Abroad Programs, Section 6.

2. Passports are required for international air travel. ~~for citizens of the United States, including Canada and Mexico.~~ Employees should contact the ~~University's Center for International Studies~~Global Education Office for current information regarding passports.

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 (Link B) 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

For information regarding international travel insurance, contact the Global Education Office prior to ~~travel~~ departure for them to notify the Texas Tech University System (TTUS) Office of Risk Management and to obtain policy and contact information to activate insurance coverage abroad.~~Mandatory international travel insurance information is set forth in MSU OP 70.10: International Travel Insurance Program.~~

E. Travel Accident Emergency Evacuation Insurance

MSU students, faculty, and staff are automatically covered by a comprehensive insurance plan when traveling in foreign countries on state business. This plan covers medical, travel, and security assistance should the need arise. For questions regarding the policy coverage prior to the departure date, the traveler should contact the Managing Director of the TTU System Office of Risk Management at 806.742.0212. Information about the plan can be found at http://www.texastech.edu/offices/risk-management/international-travel.php.

~~E.~~F. 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 ~~passport or visa charges~~visa charges~~,~~ airport boarding passes, and departure~~s~~ taxes ~~and inoculations~~, 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 (under quick links). 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 expense report.

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: FOEREIGN ADVERSARY NATIONS TRAVEL FORM

Link A: *Affirmation, Waiver and Liability Release*

Link B: *Fly America Act Waiver Checklist*

MSU
MSU OP 10.14: 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 70.10: International Travel Insurance Program

V. Responsible Office

Contact: Vice President for Administration and Finance
Phone: (940) 397-4237
Email: chris.stovall@msutexas.edu

VI. Revision History

__ ______ 202_: Approved and adopted by MSU President Stacia Haynie as Operating Policy/Procedure ("OP") 70.10: International Travel Insurance Program.

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Stacia Haynie, President
Midwestern State University

Date Signed: _____________________________

TTUS *Regents' Rule* 07 - - Fiscal Management

07.09 **Travel authorization, reimbursement, and institutional regulations.**

07.09.1 Travel approval. Each component of the TTU system shall promulgate operating policies, procedures, rules and regulations governing employee travel in conformity with federal and state laws.

07.09.2 Board members' travel and other expenses.

a. All travel by board members that is paid from TTU system funds shall be for official business only.

b. When traveling on official business, members of the board are authorized to be reimbursed from appropriated funds for the actual cost of:

(1) meals and lodging, subject to the rates and limitations established in statutory authority;

(2) local transportation;

(3) parking fees; and

(4) airfare at the next lowest rate below first class, unless such a rate is not available.

c. When the board member's spouse is required to accompany the board member for a valid public purpose, as determined by the board member, the spouse's expenses shall be reimbursed from non-appropriated funds.

d. Vouchers for travel or other expenses of board members shall be prepared in the Office of the Board of Regents, forwarded to the Office of the Chief Financial Officer for review, and returned to the Office of the Board of Regents for further approval. Either the chair of the board or the chair of the Finance and Investments Committee must approve all vouchers for board members. A board member may not approve his or her own voucher.

e. Vouchers for reimbursements to board members for other expenses shall be processed in accordance with Subsection d. of this section. These expenses must be for a valid public purpose, as certified by the board member. Any extraordinary expenses must be approved in advance by either the chair of the board or the chair of the Finance and Investments Committee.

f. The vice chancellor and chief financial officer shall assure that expense vouchers for board members are audited annually.

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07.09.4 Faculty, staff, and student travel. Each component institution shall develop and disseminate policies and procedures in operating manuals for travel of faculty, staff, and students that adhere to state and federal guidelines.

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07.11 **Aircraft use and operation.** All TTU system staff, faculty, and students traveling on official business or activities shall use only those aircraft and aircraft operators that meet the requirements set forth below. The travel regulations contained in the state Appropriations Act and applicable state statutes shall be followed by the TTU system. Regardless of the source of funds, allowable reimbursements are established by the state Appropriations Act. In addition, TTU system employees are encouraged to be as conservative as possible in the use of air travel, using charter flights only when such flights are cost-effective or absolutely necessary.

07.11.1 Air travel requirements. The TTU system shall only use aircraft and aircraft operators that are flightworthy and are certified and operate under Subchapters F & G, Parts 91, 119, 121, 125, or 135, as applicable, in Chapter 1, Federal Aviation Regulations, 14 Code of Federal Regulations (the "C.F.R."). In addition, all aircraft used pursuant to this provision must, at a minimum, be piloted by pilots that are fully qualified and insured in the aircraft being flown, possessing a commercial pilot certificate with instrument rating. All flights involving student travel must be piloted by two pilots.

07.11.2 Foreign air travel. Air travel to or in foreign countries by TTU system faculty, staff or students shall be arranged only through commercial air carriers regularly engaged in scheduled passenger air transportation.

07.11.3 Information requirement. With the exception of commercial, certified domestic and flag air carriers, aircraft operators shall provide the TTU system with the following information:

a. type of certificate;

b. certificate number;

c. date the certificate was issued;

d. expiration date for the certificate;

e. type and registration number of aircraft authorized;

f. name of the Federal Aviation Administration Flight Standards Office having jurisdiction over the certificate holder; and

g. schedule of insurance coverage in effect, showing insurance companies, policy numbers, type, amounts, period of coverage, and special conditions, exceptions and limitations.

07.11.4 Aircraft made available to the TTU system by other than commercial operations. Aircraft and crew made available to the TTU system by other than commercial operators must, as a minimum, qualify under all regulations regarding aircraft and crew outlined in 14 C.F.R., Chapter 1, Subchapter G, Part 91, and conform to the insurance provisions set forth in Section 07.11.5, Regents' Rules. In addition, all aircraft used pursuant to this provision to transport students must, at a minimum, contain a multi-turbo prop engine or jet engine and be piloted by two pilots who are fully qualified and insured in the aircraft being flown and who possess a commercial pilot certificate with instrument rating.

07.11.5 Insurance. Aircraft owners/operators must furnish a certificate of insurance to the TTU system as proof of at least $300,000 coverage per passenger, or the minimum amount required by law, whichever is greater.

07.11.6 Administrative requirements. The following are administrative requirements:

a. All flights involving leased or chartered aircraft, or aircraft made available to the TTU system pursuant to Section 07.11.4, Regents' Rules, must be approved in advance by the chancellor or the chancellor's designee.

b. All flights involving student travel, other than travel on commercial air carriers, must be approved in advance by the chancellor or the chancellor's designee.

c. The TTU system department arranging travel under Subdivision a. or b. of this subsection shall ensure that contracts and other appropriate documents are reviewed by the Office of the General Counsel prior to approval by the chancellor or the chancellor's designee.

07.11.7 Waiver. This policy may be waived by the prior written approval of the institution's chief academic officer for employees and graduate research assistants involved in research projects requiring aerial surveys. Such research projects must be supported by funded grants that have been approved by the Office of Research Services.

07.11.8 Aircraft piloted by TTU system personnel on official business. A TTU system employee may pilot an aircraft owned or leased by the employee for travel on official business and may be reimbursed for such travel in accordance with state regulations (see Chapter 660, Subchapter D, Texas Government Code). Any aircraft piloted by TTU system personnel for travel on official business must be maintained in accordance with all applicable Federal Aviation Regulations and shall have all instrumentation required for flying in the meteorological conditions then existing and as forecast. The pilot must be current and qualified in accordance with all applicable Federal Aviation Regulations for the type aircraft flown and for the meteorological conditions then existing and as forecast. No flight shall be piloted by TTU system personnel with other faculty, staff, students, prospective students, or guests aboard. Any TTU system personnel desiring to travel under this provision must execute a written release of liability releasing the TTU system from any and all liability associated with such travel.

TEXAS TECH UNIVERSITY

SEE SECTION 6 BELOW (HIGHLIGHTED)

OPERATING POLICY AND PROCEDURE

OP 79.05: International Travel

DATE: February 10, 2022

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth the policies and procedures granting the approval of international travel to countries outside the United States.

REVIEW: This OP will be reviewed in November of odd-numbered years by the Section Manager of Travel Services and the Vice Provost for International Affairs with substantive revisions forwarded to the Chief Procurement Officer and the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Authority

According to § 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 Executive Officer or an employee designated by the Chief Administrator. The President of Texas Tech University has delegated authority for this approval to the Office of International Affairs (OIA) for all faculty, staff, and students.

2. Approval of International Travel

International travel (including U.S. possessions, Canada, or Mexico) must be approved by OIA prior to the trip commencement to comply with federal Export Control Regulations. A Travel Application should be processed in the Travel System at least 30 days before departure. Once the Travel Application is submitted, OIA will receive an email notification and will approve via the Comments section in the Travel System. The traveler cannot obtain a transportation request (TR), travel advance, or receive reimbursement for their expenses until OIA approves their trip.

To comply with Federal Export Control regulations (see OP 74.10, Export Control), the following information is required when submitting the Travel Application:

- List of all destinations;
- Destination contacts;
- Destination affiliations; and
- Business equipment/supplies that will be taken with the traveler.

3. **State-Appropriated Funds**

State-appropriated funds (funds starting with 11, 12, 13, and 14) are not allowed for international travel expenditures.

4. **Travel Restrictions**

TTU will follow state policy by denying any request for travel to a nation that is subject to a travel warning issued by the United States Department of State. OIA will determine if a country is under such a travel warning.

5. **Fly America Act**

a. The Fly America Act (49 U.S.C. 40118) mandates the use of U.S. flag air carriers when traveling internationally on federal funds (funds beginning with 21). Waiver information, certified air carriers, and additional information are available at http://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/travel-services/procurement-fly-america-act.pdf.

b. Travel agencies should be used for international travel to ensure compliance with the Fly America Act. See OP 79.06, Transportation Requests, for additional information on transportation requests.

6. **Travel Accident Emergency Evacuation Insurance**

TTU students, faculty, and staff are automatically covered by a comprehensive insurance plan when traveling in foreign countries on state business. This plan covers medical, travel, and security assistance should the need arise. For questions regarding the policy coverage prior to the departure date, the traveler should contact the Managing Director of the TTU System Office of Risk Management at 806.742.0212. Information about the plan can be found at http://www.texastech.edu/offices/risk-management/international-travel.php.

7. **Reimbursement of Travel Expenditures**

a. Meal and lodging expenses for travel may not exceed the amount actually incurred. Original, itemized receipts for meals may be submitted, or per diem may be claimed. The per diem rates used are the federal rates provided by the U.S. Department of State (http://aoprals.state.gov/content.asp?content_id=184&menu_id=78%20). Claims may not exceed the daily per diem rate without a completed Travel Exception Form (www.depts.ttu.edu/procurement/forms/documents/travel/procurement-travel-exception-form.pdf).

b. Food and entertainment expenses incurred must comply with OP 72.05, Expenditures for Official Functions, Business Meetings, and Entertainment.

c. Travel expenses incurred in a foreign currency must be converted to U.S. dollars. Conversion documentation is required with the travel voucher and the date used for the conversion must be the date of the expense. If the receipt is not in English, the key reimbursement information must be translated into English.

d. For specific details regarding the reimbursement of travel expenses to destinations outside the United States or its possessions, refer to OP 79.08, Reimbursement of Travel Expenses.

Angelo State University

OP 70.10 International Travel Insurance Program

PURPOSE:
The purpose of this Operating Policy/Procedure (OP) is to establish the university international travel insurance program.

REVIEW:
This OP will be reviewed June every four years, as insurance changes, or as needed, by the director of risk and emergency management with recommendations for revision forwarded through the vice president for finance and administration to the president as needed.

POLICY/PROCEDURE
Overview
International travel involves additional risk and necessary services not necessarily covered by common health insurance. The Texas Tech University System has coordinated international travel insurance that provides medical benefits, medical and political evacuation, accidental death and dismemberment (AD&D), and other benefits. All employees and students traveling internationally as part of their employment or approved study shall participate in the insurance program. The program also provides travel assistance benefits. Travel to Office of Foreign Assets Control (OFAC) countries is normally excluded from the international travel insurance program but may be covered on a case by case basis. The Office of Environmental Health, Safety and Risk Management (EHSRM) shall coordinate the international travel insurance program.

Responsibilities

A. All university employees and students who are traveling internationally are responsible for understanding and complying with the international travel insurance program.

1. A welcome kit is available on the Angelo State University (ASU) Environmental, Health, Safety, & Risk Management (EHSRM) web site (i.e., https://www.angelo.edu/services/risk_management/insurance.php) that contains coverage identification card, contact, coverage, and exclusion information.

2. International travelers are encouraged to add On Call International digital content card to their mobile phone. Simply send a text message to the number 444-999 that says oncallttus to receive a link to add a digital content card to the mobile phone contacts. It is not an application to download, just an easy way to make sure contact information is available in case help is needed while away from home. Regular text messaging rates may apply.

3. This is a blanket policy that covers ASU employees and dependents of ASU employees while traveling on TTUS related business, programs, or assignment. There is no additional purchase requirement.

4. There is no retail option for leisure travel with this policy. There are many retail options available and travelers should pick the product that most closely fit their needs.

B. The Provost/Vice President for Academic Affairs Office is responsible for:

1. Payment of the blanket annual premium,

2. Providing EHSRM with an annual estimate of travelers and travel days to develop the next blanket annual premium.

C. For study abroad participants and programs, the Center for International Studies is responsible for:

1. Providing international travel insurance information to prospective travelers,

2. Determining the cost of international travel insurance for each group or individual traveler and providing written documentation of the cost,

3. Collecting and posting payment to the international travel insurance account,

4. Maintaining an international traveler log, and

5. Providing EHSRM with an annual estimate of travelers and travel days to develop the next blanket annual premium.

D. The EHSRM Office is responsible for:

1. Coordinating ASU's international travel insurance needs and procurement with the Texas Tech University System Office of Risk Management,

2. Coordinating any audits of the international travel insurance policy,

3. Maintaining copies of insurance policies for review by potential or actual international travelers using the program, and

4. Assisting with coordination of benefits use by international travelers insured under the program.

Availability and Insurance Funding Sources

A. Study Abroad (Mandatory Use)

Students are responsible for payment to CIS based upon their number of days abroad.

B. Faculty or Staff Led Educational Trips (Mandatory Use)

The cost of insurance for students and faculty members shall be included in the participating students' trip cost.

C. Faculty or Staff Trips or Conferences (Mandatory Use)

There is no need to enroll in this plan. All ASU employees and dependents (*while traveling with employees*) are covered by this plan when outside their home country on ASU related travel or assignment. There is no additional purchase requirement.

Attachments