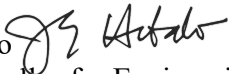


April 29, 2022

MEMORANDUM

TO: Texas A&M Engineering Faculty and Staff

FROM: Dr. John E. Hurtado 
Interim Vice Chancellor for Engineering, The Texas A&M University System
Interim Dean of Engineering, Texas A&M University
Interim Director of the Texas A&M Engineering Experiment Station

RE: Foreign Travel Procedures Memo

Per [System Regulation 21.01.03, Disbursement of Funds](#) - prior approval is required for foreign travel.

All foreign travel in engineering shall route through Concur to the TEES Foreign One Desk, in order to track employees traveling abroad and to review the risk of traveling to that country. Any countries that have been classified as “extreme risk” or “high risk” countries by System Risk Management will require documentation explaining why the trip is essential to the TEES mission and the approval of Ms. Lisa Akin, Chief Operating Officer, Engineering (or Dr. Ioannis Economou if it is a TAMUQ travel request).

In order to comply with this regulation, all foreign travel requests must be submitted **at least seven days prior** to departure.

A detailed itinerary and invitation letter (if one exists) should be attached to each travel request. The following items should be included in the detailed daily itinerary:

- If traveling to attend or present at a conference
 - Name of conference
 - Please avoid using any acronyms or abbreviations
 - Link to conference web site (if available)
 - Name of conference host (if known) or conference registration (if available)
- If traveling to collaborate with others
 - Full name(s) of known collaborators that the traveler is meeting with
 - Please avoid using any acronyms or abbreviations
 - Full name of known companies or institutions being visited
 - Please avoid using any acronyms or abbreviations

If the request is not submitted **at least seven days prior to departure**, the request will be returned, and the traveler will not be eligible for reimbursement. A personal receivable will be recorded for the traveler when it is reviewed by accounts payable.

Any exceptions for not submitting the request at least seven days prior to departure or for traveling to an “extreme risk” or “high risk” country must be approved by Ms. Lisa Akin, Chief Operating Officer, Engineering (or Dr. Ioannis Economou if it is a TAMUQ travel request).

If you have any questions regarding the TEES foreign travel process or need any assistance, please contact TEES Research Compliance researchcompliance@tees.tamus.edu.