



Guidelines for Requesting International Business Travel during COVID-19 Pandemic

Currently, **all international business travel must be essential to the mission of the University** and it must be **submitted in Concur**. Consult the Coronavirus Update page on the TAMU website for the latest travel information: <https://www.tamu.edu/coronavirus/travel.html>. *For requests requiring Dean's approval, please add Angie Mayorga in the College Business Office to the routing after Department Head approves.* Please allow up to seven (7) business days for the dean to review and approve your request.

The following information is required for all international business travel. Please complete the form, save it, and then upload it with your Concur request.

Information:

1. Date:
2. Name of Traveler(s):
3. Title:
4. Department:

Rationale:

1. Why is this trip essential to the mission of Texas A&M University and the State of Texas?
2. Can this trip be taken at a later time?
3. If the trip is for a conference, does the conference have a virtual option?
4. If the trip cannot be delayed or if it cannot be done virtually, provide detailed evidence to explain why.

Itinerary:

1. Proposed departure date:
2. Proposed return date:
3. Final destination:
4. If you propose to travel to additional locations, list them here:



Transportation and Accommodations:

1. What are your planned methods of transportation while traveling?

2. What are your lodging / housing accommodation plans?

Health and Safety:

1. How will you address safety, health, and security concerns before, during, and after your travel?

2. What are your COVID-19 mitigation strategies? Also, what is the country's infrastructure for handling COVID-19 cases? (*No word limit*)

If you plan to visit a country that is designated as “Level 3: COVID–19 High” or “Level 4: COVID–19 Very High Level” according to the website of the Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>), then your response to the above questions on Health and Safety must be substantive. If the trip is of extended duration or in the distant future, your discussion of safety, health, and security concerns should reflect the fact that situations can change.