



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:
5. Does this trip include personal travel
Yes No

If yes, please indicate which days are personal versus business travel. (Note: Submission of the form indicates that the traveler understands they will not be reimbursed for personal travel expenses.

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 for 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.

Export Control:

- I have read University Rule 15.02.99.M1 Export Controls Program Management and I certify there are no export control issues.
- I have reviewed the checklist for international travel (<https://vpr.tamu.edu/wp-content/uploads/2021/08/CHECKLIST-International-Travel-Export-Control-Screening-4-17-14.docx>) and find no concern.

OR

- I am declaring the following possible export control or international collaborations as part of this trip: