

Division of Agriculture Policy on International Travel

Purpose:

The Division of Agriculture seeks to provide our statewide stakeholders with the best research, technology and information available worldwide. To accomplish this goal, international collaborations and timely travel to foreign institutions and international meetings may be required of our faculty and staff. In addition, the Division must comply with US Export Controls laws, including those which restrict temporary exports to certain destinations. Division employees also need to be aware of potential health and safety issues when traveling internationally.

Thus, the purpose of this policy is to promote appropriate international travel, comply with relevant federal regulations and protect the safety and welfare of the traveler.

Policy:

For purposes of this policy, International Travel is defined as all business-related travel outside the 50 United States and its protectorates. All Division employees traveling on official business will comply with this Policy for International Travel, whether or not the travel will be paid by university funds.

Division state funds are not to be used for International Travel unless approved by the Vice President for Agriculture. Campus state funds may be used for International Travel upon the approval of the Associate Vice President for Agriculture-Academic Programs.

Approval: Division employees should not engage in international travel or encumber related expenses unless the *International Travel Approval Form* has been completed and fully executed and a *Travel Authorization* has been approved. If costs are encumbered prior to these approvals, the traveler is assuming the risk of not being reimbursed. *Travel Authorizations* will not be approved without an approved *International Travel Approval Form* and entry of the travel into the on-line database/reporting system. For access to the system, contact the AES Business Office. Additionally, for transactions submitted through BASIS, the travel must be submitted to the Study Abroad office via their on-line system as *Travel Authorizations* for international travel require their approval in BASIS.

The appropriate Unit Head/Department Head will approve International Travel based on the mutual benefit to the traveler and the Division of Agriculture. Clear mutual benefit includes, but is not limited to:

- Presentation of award to traveler
- Presenting paper to international society meeting
- Service to international society
- Fulfilling terms of a sponsored research agreement, Memorandum of Agreement, Contractual Services Agreement, or similar agreement

- Teaching courses or conducting workshops funded by outside agencies

Fly America Act: For all air travel and cargo transportation services funded by the US government, Division employees are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use United States air carrier service. The US Department of Commerce has provided an explanation and details [at this link](#).

Export Controls Compliance: Division employees must comply with U.S. Export Controls laws. Prior to traveling abroad, travelers should review the information below and take appropriate action.

- Travelers are subject to criminal penalties for importing or exporting certain controlled items. Many items require an Export Control License to be transported from the U.S. to a foreign nation. The Division's Export Controls Compliance Officer should be consulted if a traveler plans to travel with any items of a technical or proprietary nature.
- Carrying a laptop computer, software or electronic storage device outside the U.S. may be a Temporary Export as defined by Export Controls laws. Certain exclusions from Export Controls laws apply to traveling University employees. However, without prior authorization, Division employees shall not travel internationally with proprietary data, encryption software, encrypted data, or items of an inherently military nature or use.
- Division travelers should be aware of steps that may facilitate bringing goods back into the United States. For example,
 - (a) Register equipment owned by the University before taking it abroad with a Certificate of Registration, Customs Form 4455.
 - (b) Register new electronics (less than six months old) with a Certificate of Registration for Personal Effects Taken Abroad, Customs Form 4457.
- Division travelers should consult the Division's Export Controls Compliance Officer prior to travel with Export Controlled items, or data, plans, or protocols related to such items.

U.S. State Department Travel Advisories: Because travel to some locations may be dangerous, Division employees must be aware of and report the U.S. Department of State (DOS) Travel Advisory Level on the International Travel Approval Form. Exceptional justification will be required for approval of travel to destinations under DOS Travel Advisory Levels 3; travel to destination with Advisory Level of 4 will not be allowed. In addition, some countries may require or recommend vaccinations, visas, etc. This information should be viewed at the US Department of State Travel's website by clicking on the specific travel advisory link. All travel advisory information may be found at this [link](#).

Salary Recuperation: Division employees occasionally travel internationally to perform research, services, consulting or teaching for third parties. Such travel will only be approved when accompanied by:

- a) An Executed Memorandum of Agreement, Service Contract, Teaching Contract or similar document whereby an appropriate portion of the

employee's salary is charged to the contracting party (Salary Savings). The corresponding Salary Savings shall be dispersed according to the Policy and Management Guidelines 95-2, *Salary Costs Recuperated From Grants and Contracts*; or

- b) Written authorization from the appropriate Associate Vice President.

Travel planning: Division employees will exercise prudent judgment by traveling as efficiently and economically as possible. If traveling via more expensive alternate routes or using less economical lodging or transportation without approved justification, the traveler is responsible for the additional expense. The cost of ticket change fees strictly for convenience of the traveler will be the responsibility of the traveler. If change fees are business related, justification for the ticket change must be documented when requesting reimbursement. Travelers are responsible for checking the Department of State's Travel website for passport validity and vaccination requirements.

Personal Days: Any personal days (whether or not Annual Leave is required) requested in conjunction with the business related travel must be specifically identified (i.e. by date) on the *International Travel Approval Form* as well as in the *Travel Authorization* transaction.

Division Travel policy: Refer to Division Policy [PMGS 12-01](#) for additional information on business-related travel.

Frequently Asked Questions

Q: Are there certain countries that I am not allowed to travel?

A: Travel to countries with a DOS Travel Advisory Level of 4 is not allowed. Travel to Advisory Level 3 countries is highly discouraged and extraordinary justification will be required for approval of travel to those countries. Requests for travel to such countries may require an extended period of review for approval.

Q: What if I take some personal days in conjunction with my business related travel?

A: In cases where personal time is in conjunction with international travel on University business, all costs associated with personal days are to be clearly identified and are not eligible for reimbursement. The traveler should provide an airfare cost comparison for travel for the entire trip and the business dates and destination.

Q: Do I need to use a travel agent to purchase airfare or reserve lodging?

A: For AES travelers, use of *Anthony Travel* or the [Concur Online Booking Tool](#) is required if the traveler is using a T-Card for purchasing airline. If the traveler uses personal funds, airline tickets can be purchased using any travel agency or online booking tool. Reimbursement will be made to the traveler once the trip has been taken. For CES travelers, there is no requirement for use of a specific travel agency or online booking tool for airline reservations with a T-Card. More detailed CES travel information is available [here](#), or contact CES Financial Services at (501) 671-2041.

Q: Do I need to purchase trip insurance?

A: Trip insurance is not recommended, nor is it reimbursable to the traveler.

Q: Can I fly first-class?

A: Only coach class or similarly reduced airfare will be reimbursed. Any upgrades to business-class or first-class tickets are the responsibility of the traveler. Any ticket change fees for convenience or non-business related purposes are the responsibility of the traveler.

Q: What if I encounter an emergency while abroad?

A: Travelers are encouraged to consult the [U.S. Department of State site](#). All benefits eligible University of Arkansas employees are automatically provided travel assistance coverage through **Assist America** when traveling farther than 100 miles from home. Assist America is a service provider that arranges and pays for only the emergency medical assistance services it provides. It is not an insurance company. Information about the World Wide Travel Assistance program can be found [here](#) and [here](#).

Q: Will the University pay for my passport?

A: Costs associated with obtaining or renewing passports or enhanced driver's licenses are considered personal expenses and will not be reimbursed. The cost of a travel visa required by certain countries may be reimbursed if requested and approved in advance.

Q: Will my University medical insurance cover me abroad?

A: Yes. University employees covered under UMR are insured against unforeseen medical needs while traveling abroad. In addition, employees are eligible at no additional cost for the World Wide Travel Assistance program offered by the UofA. Employees traveling internationally should take full advantage of this benefit. Information about the World Wide Travel Assistance program can be found [here](#) and [here](#).

Filling standing prescriptions while overseas is not covered, so be sure to pack sufficient medication for your trip before you leave home. Always carry your proof of medical insurance card. Call the benefits office or the number on the back of your insurance card if you have specific questions.

Q: What about roaming charges on my iPad or CES issued cell phone?

A: Cooperative Extension travelers with CES issued cell phones should contact Susan James at 501-671-2192 or sjames@uaex.edu with the dates and their destination.

The use of iPad and Tablet PC devices (whether issued by the Division or not) while traveling outside the United States when utilizing cellular data is not recommended.

It is important to understand that accidental use of international Data or Voice or Text is still chargeable at the rate that is prescribed. Without an international plan, the cost could be substantial: even with an international plan the costs are significantly higher than normal domestic prices so the traveler must be aware of their usage.