

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. If costs are encumbered prior to approval, the traveler is assuming the risk of not being reimbursed. In addition, *Travel Authorizations* will not be approved without a signed *International Travel Approval Form*.

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

Policy and Management Guidelines PMGS-12-4

Reporting: Unit Heads/Department Heads will send a copy of the *International Travel Report* covering the previous quarter to all Associate Vice Presidents. Such reports are due on April 10, July 10, September 10 and January 10. For access to the database/reporting system please contact the AES Business Office at 479/575-4750.

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: <http://www.ogc.doc.gov/ogc/fl/fald/itl/itlv14.pdf>.

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

- Travelers are subject to criminal penalties for importing or exporting certain items. The basics of Export Controls may be found at: <http://www.bis.doc.gov/licensing/exportingbasics.htm>
- Many items require an Export Control License to be transported from the U.S. to a foreign nation. Controlled items may not be viewed as hazardous or valuable, yet may be subject to Export Controls. A list of controlled items may be found at: <http://www.access.gpo.gov/bis/ear/pdf/indexccl.pdf>
- Carrying a laptop computer, software or electronic storage device outside the U.S. may be considered a Temporary Export as defined by Export Controls laws. Certain exclusions from Export Controls laws apply to traveling University employees. However, without authorization, Division employees shall not travel internationally with proprietary data, encryption software, encrypted data, or items of an inherently military nature or military use.
- Division employees should consult the Division's Export Controls Compliance Officer prior to travel with any Export Controlled items or any data, plans or protocols related to such items.
- Division employees should be aware of additional 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, (http://forms.cbp.gov/pdf/CBP_Form_4455.pdf);
 - (b) register new electronics (less than six months old) with a Certificate of Registration for Personal Effects Taken Abroad, CBP Form 4457. (http://forms.cbp.gov/pdf/CBP_Form_4457.pdf).

U.S. State Department Travel Alerts and Warnings: Because travel to some locations may be dangerous, Division employees will report any U.S. Department of State (DOS) Travel Alerts or Travel Warnings on the International Travel Approval Form. The traveler must be aware of any

Policy and Management Guidelines PMGS-12-4

travel warnings and alerts. Exceptional justification is required for approval of travel to destinations under DOS Travel Alerts or Travel Warnings.

DOS issues information about short-term travel conditions in a country which pose risk to the security of U.S citizens. These short-term conditions are listed as Travel Alerts and may be found at: http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html

Travel Warnings are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country or specific regions in that country. Travel Warnings may be found at: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

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 should be documented when requesting reimbursement. Some countries may require or recommend vaccinations, which may be viewed at <http://www.cdc.gov/travel/destinationList.aspx>.

Division Domestic Travel policy: Refer to Division Policy PHGS 12-1 for additional information on business-related travel at:

http://division.uaex.edu/policy_management/PMGS_12_1.pdf

Frequently Asked Questions

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

A: Travel to certain countries is highly discouraged and extraordinary justification will be required for approval of travel to embargoed countries and those designated as supporting terrorist activities. Requests for travel to such countries may require an extended period of review for approval.

Travel to countries under Travel Alerts and Travel Warnings is discouraged and will require substantial justification. Note: Students are not allowed to use university funds to travel to countries under a DOS travel warning.

Q: What if I take some personal days prior to or after the business related travel?

A: When business travel and personal travel are combined, expenses for personal travel are not eligible for reimbursement. In cases where vacation time is in conjunction with international travel on University business, all costs associated with personal time 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: Use of a travel agent is not mandated, but the University has a contract with an agency to assist with domestic and international travel. Information can be found at:

<http://travel.uark.edu/518.php> For Cooperative Extension travelers, 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 nonrefundable coach class or similarly reduced airfare will be reimbursed. Any upgrades, 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. Also, several airlines charge for preferred seating for which the University cannot reimburse travelers.

Q: What if I encounter an emergency while abroad?

A: Travelers are encouraged to read http://travel.state.gov/travel/tips/tips_1232.html for this and other information relating to safe travel abroad. 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.

http://hr.uark.edu/Travel_Assist_Q_A.pdf

http://hr.uark.edu/Travel_Assist_wallet_card.pdf

Policy and Management Guidelines PMGS-12-4

Q: Will the University pay for my passport?

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

Q: Will my University medical insurance cover me overseas?

A: University employees covered under Qualchoice of Arkansas, Inc. should understand which plan they are enrolled in before traveling. Under the "Classic Plan", there are no benefits for "out-of-network" service without prior authorization from Qualchoice. The "Point of Service Plan" accommodates out of network service but with higher deductibles and out of pocket maximums. For details, visit: <https://www.qualchoice.com/members/uas.aspx>

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

A: Cooperative Extension travelers should contact AT&T Select Care at 1-800-999-5445 to arrange for international plans. It is recommended to start the international rate on the cell phone the day before departure. Subsequently, call back to cancel the international service 2 to 3 days after returning. Questions may be directed to Susan James at 501-671-2192 or sjames@uaex.edu.

For those travelers with campus issued cell phones, travelers must request international service for their cell phones or smart phones several days in advance of travel by completing the form at: <http://telephone.uark.edu/922.php>

The use of iPad and Tablet PC devices while traveling outside the United States when utilizing cellular data is not recommended.

Note: Some travelers have unknowingly incurred several thousand dollars of international roaming charges without the proper International Plan. These charges are the responsibility of the traveler.