

will be reviewed by the President's Office on September 1 of each odd-numbered year (ONY) by the Director of Procurement Services and the Office of Global Health, with recommendations for revisions forwarded to the Executive Vice President for Finance and

President's Office is required for all international travel, when conducting

university-related business within one's capacity as a faculty or staff member regardless of the source of funds being used, even if paid from personal or third-party funds. Approval must be obtained prior to the start of the trip and prior to incurring any travel expenses. The approval process is online and can be found at the International Travel Approval System website: <https://app4.ttuhs.edu/ForeignTravelApproval/>. Evidence of international travel approval must be provided with the expense report.

Travel that has been approved by the Office of the President may be subject to additional review if there is a change in circumstances and/or additional review is deemed necessary.

The university, in its sole discretion, may withdraw approval for or insist on modifications of international travel at any time. The Office of the President has final decision-making authority on university-related international travel for all TTUHSC team members.

Travel to U.S. possessions does not need to be approved under this HSC OP and will be processed under [TTUHSC OP 79.02](#).

2. Higher-Risk Destinations.

Travel to destinations that have been determined to be Higher-Risk Destinations, as provided below, will require the completion of additional steps prior to approval to demonstrate special efforts to mitigate risk, including health, safety, and security. Travelers must coordinate such requests through the TTUHSC Office of Global Health.

Destinations considered Higher-Risk Destinations include, but are not limited to:

- U.S. Department of State travel advisory level 3 (Reconsider Travel) and 4 (Do Not Travel), and
- Centers for Disease Control and Prevention (CDC) Travel Health Notice Warning Level 3 (Avoid Nonessential Travel).

To determine the travel advisory level assigned by the U.S. Department of State, please visit the following website: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>.

To determine the travel health notice warning level assigned by the CDC, please visit the following website: <https://wwwnc.cdc.gov/travel/notices>.

It is the responsibility of the traveler to continually monitor the health, safety, & security status of their destination prior to and during travel and immediately notify the Office of Global Health should the status change to meet the Higher-Risk Destination criteria.

Approved travel that is NOT yet in progress when a destination becomes a Higher-Risk Designation is automatically suspended pending additional review by the Office of the President.

Travel that is in-progress when a location becomes higher risk must be reviewed by the Office of the President to determine if the threat is imminent and if travelers should be recalled or relocated.