



Procedure #: 3.4.1: International Travel

Managing Office: Comptroller's Office – Accounts Payable/Office of Research Compliance (ORC)

Effective Date: June 15, 2024

Review History:

I. Definition

For the purposes of this Policy procedure, University-Sponsored or Supported International Travel is defined as any travel to destinations outside the fifty states of the United States of America and the District of Columbia, including the high seas, that meets one or more of the following conditions:

- Funded in full or in part by Alabama A&M University, including university stewarded funds such as government and foundation grants that are administered by the University
- Academic credit awarded
- Organized by a University-recognized student group or university department Faculty/Staff member will be representing Alabama A&M University on site.

II. Travel Registry

All faculty, staff and students traveling abroad as part of a University-Sponsored or Supported International Travel program are required to register by entering their travel information using the Laserfiche Foreign Travel Form before they seek travel approval through Concur. The University Travel Registry is a confidential and secure database for maintaining key travel information for Faculty, Staff, and Students traveling abroad. Required information may include, but is not limited to, travel dates and locations, flight information, local contact information, and accommodations. Failure to submit the required information may result in delays or forfeiture of reimbursement from the university. Additionally, not registering may hinder the university's ability to provide logistical support in the event of an emergency.

III. Pre-Departure and Post-Trip Security Briefing

All faculty, staff and students traveling abroad as part of a University-Sponsored or Supported International Travel program are required to participate in a pre-departure security briefing and a post-trip briefing as mandated by the federal guidelines. Failure to abide by these requirements may result in delays or forfeiture of reimbursement from the university.

