

University of Alabama at Birmingham

EMPLOYEE UAB-RELATED FOREIGN TRAVEL POLICY

October 15, 1998

(Replaces policy entitled “Employee University-related Foreign Travel” dated December 27, 1993)

See also the following related items:

UAB “Expenditure Approval Policy”

Board of Trustees Rule 413 *Travel Guidelines*

Public Health Service regulations for grant-supported projects and activities.

Background

Board of Trustees Rule 413 requires prior written presidential approval of all UAB-related foreign travel.

Definitions

For purposes of this policy, foreign travel is defined as any UAB-related travel outside of the United States, United States territories and possessions (also known as “United States Insular Areas”), and Canada. (See attachment.) This definition is consistent with the definition used in federal regulations governing federal grants and contracts.

Applicability

This policy applies to all UAB employees (faculty and staff) and includes the following types of foreign travel:

- Any employee UAB-related foreign travel authorized to be paid from, or reimbursed through, any UAB account, regardless of funding source.
- Any employee UAB-related foreign travel that is undertaken for conducting UAB business but for which the expenses will be paid directly to the traveler by a non-UAB agency or organization. Examples of this include employee foreign travel paid by the Health Services Foundation or paid by an external agency which requires institutional approval for participation in the program.

Exclusions

Foreign travel not covered by this policy and not requiring prior approval as foreign travel includes the following:

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- Foreign travel that is undertaken by UAB employees for such things as professional activities when the foreign travel is not paid for by UAB or when the external agency paying for the foreign travel is not UAB-related and does not require institutional approval.
- Vacation or personal foreign travel.

Travel Warnings

UAB employees engaging in UAB-related foreign travel must check the travel warnings provided by the U. S. State Department for the countries to be visited, and the potential traveler must assure UAB that there are no hazardous conditions posted for those countries. This assurance must be provided on the "Request for Approval of Employee UAB-related Foreign Travel" form at the time the form is submitted for approval of the department/unit head.

For assistance with obtaining the travel warnings or with interpreting them, the potential traveler may contact the UAB Travel Center or the UAB Center for International Programs or may access the information directly over the Internet. For additional information see the list attached to this policy.

Steps for Obtaining Approval

1. Potential traveler completes "Request for Approval of Employee UAB-related Foreign Travel" form prior to traveling and prior to requesting expense payments related to foreign travel. (See attached form. Additional copies are available through the UAB General Accounting Office.)
2. Potential traveler checks U. S. State Department travel warnings for the countries listed on the "Request for Approval of Employee UAB-related Foreign Travel" form, and potential traveler completes the section of that form assuring UAB that there are no hazardous conditions posted for those countries. (See attached form and attached list of methods available for checking travel warnings.)
3. If a sponsoring agency is a source of funding for the foreign travel (that is, if the foreign travel will be paid from a UAB account number in the range of 500000 through 699999), the Office of Grants and Contracts Administration must review and approve the request.
4. Department/unit head reviews and approves.
5. School dean(s) reviews and approves, if applicable.
6. Appropriate vice president/Provost/Director of the UAB Health System reviews and approves.

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7. President reviews and approves.
8. Office of the President sends copy of completed request form to appropriate vice president/Provost/Director of the UAB Health System for distribution. A copy will be maintained on file in the Office of the President. Original will be maintained on file in the Office of Academic Personnel Policy.
9. The Office of the President will send a copy of completed request form to the Center for International Programs for inclusion in international travel database.
10. Traveler attaches a copy of fully approved request form to travel reimbursement forms, conference registration fee requisitions, airline ticket requests, or any other payment requests applicable to foreign travel.

Attachments

The form attached to this policy is a part of the policy, but the form may be revised from time to time without affecting the policy itself.

The list of insular areas and the list of methods available for checking travel warnings which are attached to this policy are intended to be guides for use by UAB employees and may be revised from time to time without affecting the policy itself.

Implementation

The Office of the Vice President for Financial Affairs and Administration is responsible for procedures to implement this policy.

REQUEST FOR APPROVAL OF EMPLOYEE UAB-RELATED FOREIGN TRAVEL

October 1, 2004 Revision

This form must be completed for all employee UAB-related foreign travel. (See policy for definitions and exclusions.) Foreign travel is defined as travel outside of the United States, the United States territories and possessions [associated states] (also known as "United States Insular Areas"), and Canada.

EMPLOYEE NAME: _____ **DATES OF TRAVEL:** ___/___/___ to ___/___/___

EMPLOYEE TITLE: _____ **CAMPUS ADDRESS:** _____ **ZIP+** _____ **CONTACT EXT:** _____

SCHOOL: _____ **DEPT/UNIT:** _____ **DIV:** _____

(if applicable)

REASONS FOR TRAVEL: _____

(Name of conference, etc.)

CONFERENCE DATES: ___/___/___ to ___/___/___

(if applicable)

COUNTRIES, CITIES AND INSTITUTIONS TO BE VISITED: (See also reverse side of this form.)

SOURCE OF FUNDS: (Check all that apply). Foreign travel on sponsored grants and contracts must have appropriate *prior* approval by the Office of Grants and Contracts Administration.

To be paid from a UAB account. Account Number: _____ Estimated Cost: \$ _____

To be paid from a HSF account. Account Number: _____

To be paid from a Grant or Contract account. Account Number: _____
UAB Grants and Contracts Administration: approved / not approved: _____

To be paid directly to the traveler by a non-UAB agency.
(Not paid from any UAB account) Agency: _____

To be paid by the traveler.

PURPOSE OF TRAVEL (Check all that apply):

Attend Conference Clinical Consulting Research Sabbatical Teaching

Present Lecture/Paper Other: _____

For the countries I will be visiting, I have checked the State Department Travel Warnings using the following method, and I assure UAB that there are no hazardous conditions for those countries.

Travel Warning Method Used: _____ Date Checked: ___/___/___

Signature of Employee Traveling: _____ **Date:** ___/___/___

Department/Unit Comments: _____

Approve: Yes No _____
Department Chair or Department/Unit Head Date

Approve: Yes No _____
Dean Date

Approve: Yes No _____
Dean *(if applicable)* Date

Approve: Yes No _____
Vice President/Provost/CEO of the UAB Health System Date

Approve: Yes No _____
President Date

Send original to the appropriate Vice President/Provost/CEO of the UAB Health System for approval. The form then will be forwarded to the President. A copy of the completed form will be returned to the appropriate Vice President/Provost/CEO of the UAB Health System.

Attach a copy of this completed form to travel reimbursement forms, conference registration fee requisition, airline ticket requests, or any other payment requests applicable to foreign travel.

See Reverse Side for Additional Information

OPTIONAL INFORMATION

Individuals who are involved in UAB-related foreign travel have an opportunity to assist UAB by providing optional information about contacts in other countries. Such contact information would be useful to UAB for publicizing programs and services of UAB such as educational programs, research opportunities, medical specialties, and hospital services. The following are some of the UAB departments which would benefit by having the names and addresses of contact persons in other countries: Study Abroad Office, the Graduate School, and International Scholar and Student Services. Travelers to foreign countries can contribute greatly by providing the information indicated below for the countries to be visited.

Providing this information is totally optional for an employee requesting approval of foreign travel. Not providing the information will in no way negatively impact the approval of foreign travel or the processing of a request.

Dates: _____

Country and Cities: _____

Institution: _____

Contact Person: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

Dates: _____

Country and Cities: _____

Institution: _____

Contact Person: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

Dates: _____

Country and Cities: _____

Institution: _____

Contact Person: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

Use additional copies of this page, as needed.

United States Insular Areas (Territories and Associated States)

As of October 1, 2004

CAUTION: *This list of United States Insular Areas is presented here only as a guide. The areas included by the federal government may change from time to time. UAB employees requesting travel approval are responsible for checking the latest federal list of territories and associated states (“insular areas”) in effect at the time of their travel request. A list of the insular areas is available for viewing at the U. S. Department of the Interior World Wide Web site at the following URL:*

<http://www.doi.gov/oia/Firstpginfo/islandfactsheet.htm>

United States Insular Areas as of October 1, 2004:

- American Samoa
- Baker Island
- Commonwealth of the Northern Mariana Islands
- Federated States of Micronesia
- Guam
- Howland Island
- Jarvis Island
- Johnston Atoll
- Kingman Reef
- Midway Atoll
- Navassa Island
- Palmyra Atoll
- Puerto Rico
- Republic of the Marshall Islands
- Republic of Palau
- U. S. Virgin Islands
- Wake Atoll

Methods Available for Checking U. S. State Department Travel Warnings

Access the travel warnings directly over the Internet from the U. S. State Department at the following URL:

http://travel.state.gov/travel_warnings.html

Contact UAB Travel Services

444-1133

Note: If, due to future reorganization of the State Department World Wide Web site, the travel warnings do not appear in the specific URL indicated above, try other locations listed in the State Department World Wide Web pages.