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B2-110.1

ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

SUBJECT

TRAVEL

SUB-TOPIC

FOREIGN TRAVEL

All foreign travel must be approved using the procedures described under the heading Travel Authorization form (See B2-150.0). All travel outside the United States, with the exception of travel to U.S. possessions, Canada and Mexico, requires pre-approval of the Chief Administrative Officer. Foreign travel may be reimbursed **only if pre-approved** by the Chief Administrative Officer.

Submit the following forms to the Office of the Vice President for Business Affairs to obtain the appropriate approvals for foreign travel, **at least four weeks prior to travel:**

- the completed **Request for President's Approval for State Employees Traveling to Foreign Countries** (See Exhibit B16)
- a copy (*not the original*) of the fully-signed **Request for Travel Authorization** form

After approved forms have been received by the Office of the Vice President for Business Affairs, copies will be forwarded to the UTD Travel Coordinator and the traveler.

Lodging and meals are subject to the "not to exceed" maximum per diem as published in the Federal Travel Regulations. Contact the UTD Travel Coordinator (X2606) or go to the following website - www.state.gov/www/perdiems/index.html - for exact per diem allowed.

EXCEPTIONS: *Travel to U.S. possessions, Canada and Mexico is not considered foreign travel.*