

FACULTY/STAFF FOREIGN TRAVEL CHECKLIST

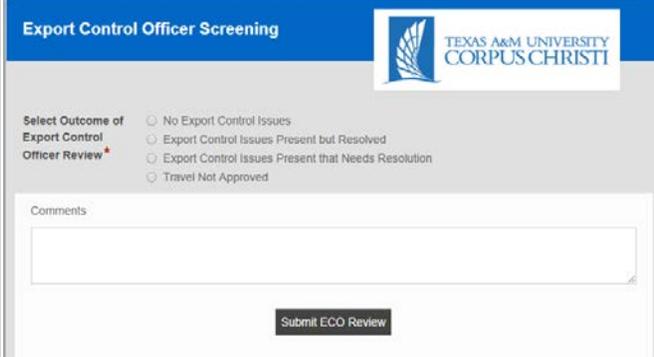
Revised 5/24/19

Traveler: _____ Destination: _____ First Date of Travel: _____

TRAVELER (Steps 1 - 4)

DATE COMPLETED	11 STEPS	NOTE: Please do not forward any paperwork to President. All foreign travel approvals will be done through Concur.
	Step 1	Traveler creates Foreign Travel Checklist and justification memo for trip. Traveler and supervisor sign justification memo. [Justification memo should include the 5 Ws and 1 H... Who, What, When, Where, Why and How trip is being funded - include account #]
	Step 2	Traveler checks for all travel warnings on Travel Website. Need copy of travel warning page(s).
	Step 3	Traveler completes Foreign Travel/Export Control Checklist online for routing to Compliance Office, approved justification memo and travel warnings to Travel Office for processing. (ECC form located on Travel Website) Travel Office will process ECC form and return to traveler with findings along with approval.
	Step 4	Traveler takes the travel training courses in Train Traq. Foreign Travel 2111728, Export Control 2111212 and 2113639 Corrupt Practice courses. Attach copy of transcript.

TRAVEL OFFICE (Step 5)

	Step 5	Travel Office processes Export Control Checklist (ECC) electronically.
		<p>If there is an ECC alert in the information provided by the traveler or the Travel office enters "Screening resulted in a match," Form 200.01 is routed for ECO review in Laserfiche.</p>  <p>The screenshot shows a 'Visual Screening Outcome' interface with a blue header and Texas A&M University Corpus Christi logo. It indicates that the screening resulted in a match. Below this, there are two upload links for screening documents: 'Recreational Sportfish Workshop Cuba 05152019...' (110.47KB) and 'Cuba Marina Research and Conservation 0515201...' (110.44KB).</p>
		<p>ECO reviews the form and notes the review outcome in Laserfiche Export Control Officer Screening. Travel office is alerted in Laserfiche of the outcome of this review.</p>  <p>The screenshot shows the 'Export Control Officer Screening' interface with a blue header and Texas A&M University Corpus Christi logo. It includes radio button options for the screening outcome: 'No Export Control Issues', 'Export Control Issues Present but Resolved', 'Export Control Issues Present that Needs Resolution', and 'Travel Not Approved'. There is also a 'Comments' text area and a 'Submit ECO Review' button.</p> <p>If special licensing is required ECO will contact traveler with further instructions.</p>

		If no ECC finding: Travel Office will email approved ECC form to traveler with ECC results. Print and attach approval to packet.
		Travel Office will check travel warnings and send any required foreign travel forms (Extreme Risk Questionnaire, if applicable) to traveler for further processing with instructions.
		If an Extreme Risk Questionnaire is required, Traveler will need to complete the Questionnaire, scan and attach to Travel Request.
TRAVELER (Steps 6 - 9)		
	Step 6	Traveler receives approved Foreign Travel/Export Control Checklist with findings from Travel Office with additional instructions or forms if needed for Extreme Risk travel.
	Step 7	Traveler or Admin creates Travel Request in Concur. Traveler or Admin attaches the following scanned documents to the Travel Request: Signed Foreign Travel Checklist; Approved Justification memo; Travel Office approved Export Control Checklist and results; Day by day Trip Itinerary; Travel Warning page(s); GSA rate sheet (if applicable for meals & lodging); Conference flyer/Conference Agenda (if applicable); Copy of paper being presented (if applicable); Extreme Risk Questionnaire (if applicable); Train Traq Transcript; and any other support documents that traveler wants to include.
	Step 8	Traveler submits Travel Request in Concur and attaches the above items.
	Step 9	Travel Request will route to Dept./Sub Dept. funding trip. Please verify if correct approvers are approving document. If required approver is not on routing flow, please add approver to approval flow. (i.e. supervisor, dept. chairs, etc.)
TRAVEL OFFICE (Step 10)		
	Step 10	Once President approves travel in Concur, Travel Office will forward CISI insurance card and instructions for purchasing foreign medical insurance.
Traveler (Step 11)		
	Step 11	Traveler goes on trip.

Please contact Travel Office at ext. 5767 or 2749 for assistance.

Signature below indicates that you are certifying that the information above is true and correct.

Traveler's Signature: _____ **Ext. #:** _____ **Date:** _____