

# UM International Travel Authorization Procedure and Signatory Responsibilities

## Timing:

International travel authorization process should be initiated at least 40 days before travel begins. The traveler should ensure the forms are processed in a timely manner to allow the paperwork to be submitted for Export Control review and approval, at least 30 days prior to the start of the trip.

## Procedure:

1. Traveler fills out and signs the Travel Authorization AND Request for Approval of International Travel forms.
  - If the traveler is not the signatory on the account, the signatory's initials are obtained.
  - The forms can be signed electronically or by hand.
  - Any relevant receipts or invitation letters should be attached.
  - Travel and contact person (if different) email addresses should be included.
2. The forms should be forwarded to the traveler's Department Head or Chair, following the department's internal procedures.
3. The forms should be forwarded to the traveler's Dean or Admin Head, following the department's internal procedures.
4. The forms, combined into one document in an electronic version, should be emailed to the Director of Research Security for Export Control review. The traveler will be contacted if further clarification is needed.
  - Marta Panickar - [mbp@olemiss.edu](mailto:mbp@olemiss.edu)
5. The document will be forwarded by the Director of Research Security, once processed, to the Provost's Office for institutional review. The contact person(s) on the form will be cc'd.
  - Sarah Griffith - [slgriff@olemiss.edu](mailto:slgriff@olemiss.edu)
6. The document will be forwarded by the Provost's Office, once processed, to the Chancellor's Office for institutional review. The contact person(s) on the form will be cc'd.
  - Andie Cooper - [agcooper@olemiss.edu](mailto:agcooper@olemiss.edu)
7. The document will be forwarded by the Chancellor's Office, once processed, to the Travel Office. The contact person(s) on the form will be cc'd.
8. Travel Office will reach out to the Contact Person on the form to notify them of the Travel Authorization number creation (that will be needed for Travel Reimbursement processing after the trip).

## **Signatory Responsibilities:**

### Traveler

- Provide details regarding purpose of the travel.
- Provide an account number and other information requested in the form.
- Include all relevant receipts/quotes and invitation letters.

### Account Initials

- Verify that the international travel is not being charged to business area “10” accounts.
- Verify that sufficient funds available in the account.
- If sponsored funds are used, check that “international travel” line item exists in the budget. If it doesn’t, request sponsor permission and send a re-budget to ORSP.

### Dept. Head or Dept. Chair

- Verify that the Traveler’s responsibilities at the UM are covered during the travel duration.
- If any disclosure is made in the TA regarding the traveler being invited by an institution to give a presentation, have an honorary position, or provide consulting/advising of any kind, the Head/Chair will inquire with the traveler. If there are any financial, or in-kind, transactions involved, the Head/Chair will add that info onto the International TA form.
- Compare the meeting/conference dates and travel dates. If there is more than two days before or after, inquire for a reason. The answer should be added onto the International TA form.

### Dean or Admin Head

- Confirm that there are no conflict-of-interest between what the traveler is disclosing will be presented/talked about/advised on and their current position at the UM.
- Verify that any financial transactions from a third party, related to the travel, match existing relevant forms (like form 9 Permission to Engage in Outside Employment).

### Export Control (ORSP)

- If the form indicates that any UM equipment, materials, or samples are taken with (or shipped ahead), carry out classification to determine whether special export control licenses are needed.
- Considering the topic of the presentation/meeting, assess the traveler’s, and the UM’s risk related to export control regulations. Notify the traveler and their Dean if specific risks of high concern are identified. Moreover, add that info onto the International TA form.
- Carry out Restricted Party Screening on all relevant entities and locations.

### Provost/Vice Chancellor

- Ensure all needed information is included and relevant signatures are present.

### Chancellor

- Ensure all needed information is included and relevant signatures are present.

**Travel Safety Information:**

- Useful hints regarding best practices for academics traveling overseas can be found at the [International Travel website](#).
- Enroll in the [Smart Traveler Enrolment Program](#) from the U.S. State Department.
- The University of Mississippi highly recommends that any UM faculty, staff, or student enroll in UM's international health and safety insurance when traveling outside of the United States unless automatically enrolled due to participation in study abroad programs. To enroll, please submit this [Qualtrics questionnaire](#). The cost is \$49.17 per month (minimum coverage period is 30 days). Dependent coverage for spouses and children is also available at \$102.72 per month. The AY 2022/2023 insurance policy is [available for review in Box](#).