



THE TEXAS A&M UNIVERSITY SYSTEM

Office of the Chancellor

October 10, 2013

MEMORANDUM

TO: Chief Executive Officers
The Texas A&M University System *for*

SUBJECT: International Travel to High Risk Countries

The A&M System's global reach continues to expand as we serve the needs of our State, Nation, and world. Over the past year, employees have taken over 300 trips to over 20 high risk international locations and these trips represent almost 10% of all international travel. In lieu of creating an additional regulation or policy, this letter will serve to outline expectations when employees of the A&M System travel to international countries classified as extreme risk. System Risk Management (SRM) distributes an International Travel Risk Status update every Monday which will now be posted to the System Risk Management web at <http://www.tamus.edu/offices/risk/international-travel-risk-status/> so you may direct other individuals to review this document as needed for your process.

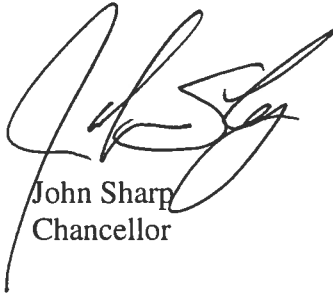
The following are expectations of all members of the A&M System in regard to employees traveling to international locations classified as extreme risk:

- I) Members shall develop a process for approval of employee travel to extreme risk areas.
- II) Members shall submit proposed travel to extreme risk areas through SRM by completing the international travel questionnaire.
[http://www.tamus.edu/assets/files/safety/doc/International%20Travel%20Questionnaire%20For%20Extreme%20Risk%20Countries%20\(Final\).doc](http://www.tamus.edu/assets/files/safety/doc/International%20Travel%20Questionnaire%20For%20Extreme%20Risk%20Countries%20(Final).doc)
- III) SRM will respond to questionnaire submissions within 72 hours including security analysis and risk mitigation techniques for the traveler. Expedited response will be available for unanticipated travel.
- IV) If SRM and the international travel consultant advise against travel to an extreme risk area due to security concerns, the member CEO must approve the trip as essential to their mission, after taking into account the security report.
- V) Employees traveling to locations on the travel warning list must complete the international travel awareness training every three years, in addition to export control training for all employees traveling internationally.

For programs that will require multiple trips or require multiple employees to travel, SRM will work with members to conduct the review on a program wide basis.

The A&M System places a high priority on the protection of our employees. While many employees will sign an assumption of liability in regard to these trips, these waivers have no legal weight in as much as the employer is responsible for workers' compensation coverage on employees acting in their course and scope.

SRM has secured international services which are on call not only for the evaluation of international travel, but also provide evacuation services in the event of a medical or security issue. When an international incident arises, SRM will work with the provider to help minimize the impact of the incident on our employee and the A&M System. Your adherence with this directive will provide additional information which will be invaluable should these services be needed.



John Sharp
Chancellor

cc: Kevin McGinnis