

Guidance on Foreign Travel/International Travel

Business-related Travel to Any Country Other than those Listed as Countries of Concern/Foreign-Adversary Nations:

Current countries listed as Countries of Concern/Foreign-Adversary Nations include China (including Hong Kong and Macau), North Korea, Iran, Cuba, Russia, and Venezuela. Prior to leaving the US, all students, faculty and staff on business-related travels to any countries other than those listed as countries of concern/foreign-adversary nations are required to submit the following for approval:

1. A Travel Authorization Form (<https://www.utsa.edu/financialaffairs/forms/dts/travel-authorization-form-taf.pdf>)
2. A U.S. Export Control Regulations Form (<https://research.utsa.edu/files/pdf/research-admin-pdf-folder/forms-policies-guidelines-documents/TempExport.pdf>), and
3. A Removal of Equipment Form (https://www.utsa.edu/financialaffairs/forms/inv/removal-of-equipment.pdf#_ga=2.266011466.490727416.1753379744-364001324.1753379733), if UTSA assets are to accompany employees on their travel.

UTSA has a Loaner Laptop Program for employees who want to take a loaner laptop with them on their travel (<https://research.utsa.edu/compliance/documents/UTS-Research-Loaner-Laptop-Program-3.24.2025.pdf>). There are limited number of laptops in the Loaner Laptop Program for travel of 30 days or less, and their availability are on a first-come-first basis. Employees can request for a loaner laptop by submitting the request to UTSAIntegrity@utsa.edu.

Note: Employees must comply with the UTSA Handbook of Operating Procedures (HOP), section 10.04 – Conflicts of Interest in Research and Intellectual Property (<https://www.utsa.edu/hop/chapter10/10.04.html>) and section 1.33 – Conflict of Interest, Conflict of Commitment, and Outside Activities (<https://www.utsa.edu/hop/chapter1/1.33.html>) on all business travel-related payments received from a foreign entity, including all remuneration, including travel paid/reimbursed on your behalf, positions/appointments/affiliations (scientific, honorific and/or joint, etc), and roles (speaker, reviewer, consultant, editor, etc).

Personal Travel to Any Country Other than those Listed as Countries of Concern/Foreign-Adversary Nations:

Prior to leaving the US, all students, faculty and staff on personal travels to any countries other than those listed as countries of concern/foreign-adversary nations are required to submit the following for approval:

1. A U.S. Export Control Regulations Form (<https://research.utsa.edu/files/pdf/research-admin-pdf-folder/forms-policies-guidelines-documents/TempExport.pdf>), and
2. A Removal of Equipment Form (https://www.utsa.edu/financialaffairs/forms/inv/removal-of-equipment.pdf#_ga=2.266011466.490727416.1753379744-364001324.1753379733), if UTSA assets are to accompany employees on their travel.

Business-related Travel to Countries of Concern/Foreign-Adversary Nations:

As per section 2 in Governor Greg Abbot's Executive Order No. GA-48 that was issued on November 19, 2024 (https://gov.texas.gov/uploads/files/press/EO-GA-48_Hardening_State_Government_FINAL_11-19-2024.pdf), all employees in public institutions of higher learning are **PROHIBITED** from **business-related travels** to countries of concerns/foreign-adversary nations. Currently, these countries include China (including Hong Kong and Macau), North Korea, Iran, Cuba, Russia, and Venezuela. Please refer to the Office of Research website (<https://research.utsa.edu/compliance/export/export-countries-of-concern.html>) for additional Information on Countries of Concern.

Personal Travel to Countries of Concern/Foreign-Adversary Nation:

Personal travel to countries of concern/foreign-adversary nations by employees in public institutions of higher learning are permitted. Although a Travel Authorization Form is not required for travel, employees must comply with the following, as per section 4 in Governor Greg Abbot's Executive Order No. GA-48:

1. **Prior to Travel:** Employees must notify UTSA of any personal travel to a country of concern/foreign-adversary nation, **at least 7 calendar days prior** to day of planned departure; and
2. **Post-travel Brief:** Employees must submit their post-travel brief to UTSA **within 30 days of return** to the US, outlining details of the trip, including dates and purpose of their travel.

The online form for completing the pre-travel notification and post-travel brief can be found in <https://idm.it.utsa.edu/cas/login?service=https%3A%2F%2Futsa.az1.qualtrics.com%2Flogin%2Fv1%2Fss0%2Fcas%2Fauth>.

Submission of the Removal of Equipment Form and the U.S. Export Control Regulations From are NOT REQUIRED for employees on personal travel since **NO UTSA assets are expected to be accompanying employees on their travel**. However, employees who are planning on taking any UTSA assets, including their business laptop, should contact the Office of Research Integrity before their travel.

Additional Information

Information on foreign/international travel can also be found in the following UTSA website:

1. Global Initiatives website (<https://global.utsa.edu/international-travel/>).
2. Office of Research website (<https://research.utsa.edu/compliance/export/travel.html>)

Please feel free to reach out to Joo L. Ong (anson.ong@utsa.edu) or Kurt Schoessler (kurt.schoessler@utsa.edu) within the Office of Research Integrity for any questions related to Foreign Travel.