

December 14, 2007

MEMORANDUM

TO: Associate and Assistant Deans
Department Chairs
Center Directors
Unit Directors
College of Medicine

FROM: Robert E. Taylor, M.D., Ph.D.
Interim Dean

SUBJECT: Foreign Travel Authorization Guidelines Updated

This memorandum updates previous guidance given on foreign travel. Foreign travel is defined by the University as any travel outside of the 48 contiguous United States to include travel to Alaska, Hawaii, Canada, Guam, Puerto Rico and the U.S. Virgin Islands.

Prior to foreign travel, faculty and staff must submit:

1. A memorandum to the Dean through the Department Chair/Center Director requesting approval of foreign travel. This memorandum must be received in Room 511, Seeley G. Mudd Building, **at least 3 weeks** prior to the foreign travel (even if University or grant funds are not used). The memorandum should include the following information: (1) the purpose of the foreign travel; (2) the expected dates of absence; (3) plans for coverage of teaching/clinical/research responsibilities; (4) how the travel will be funded; and (5) supporting documents regarding the travel, e.g., conference program or the letter of invitation to speak.
2. Please type an approval/disapproval line at the bottom of the letter as follows:

Approved _____ Disapproved _____
Robert E. Taylor, M.D., Ph.D. Robert E. Taylor, M.D., Ph.D.
3. A Request for Travel Authorization form (if University or grant funds are being used to support the travel). This must be submitted with the memorandum requesting approval of foreign travel. On the "Approved by: Vice President" line of the Travel Authorization form, please type: Donald E. Wilson, M.D., MACP. On the Foreign Travel Approved by: President" line of the Travel Authorization form, please type: H. Patrick Swygert
4. An Absence Request form

5. A Personnel Recommendation form (if the proposed travel is 30 days or longer). The section of the Personnel Recommendation regarding Leave of Absence should be completed with the beginning and ending date of the foreign travel. The Personnel Recommendation should indicate if the leave of absence will be with pay or without pay. The Justification Sheet should include the following information: (1) the purpose of the foreign travel; (2) the expected dates of absence; (3) plans for coverage of teaching/clinical/research responsibilities; (4) how the travel will be funded; (5) any salary support provided for the foreign travel by an outside entity; and (6) the expected benefits of the travel to the University. Attach supporting documents regarding the travel, e.g., the letter of invitation.

6. A justification memo for late submission (less than 3 weeks prior to travel). The memorandum must be addressed to H. Patrick Swygert, President, through Donald E. Wilson, M.D., MACP, Senior Vice President for Health Sciences, through the Dean, through the Department Chair, from the person requesting travel authorization.

6. Please note that effective January 1, 2008, foreign travel on the University budget (“2” accounts) will not be approved by this office.

Thank you for your cooperation in this matter.