



## 13.04.99.H1.03 International Student Travel

Approved: 3/31/2025

Next Scheduled Review: March 2030

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### Procedure Summary

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Texas A&M University-Texarkana (A&M-Texarkana) recognizes the pivotal role that study abroad and other international travel experiences play in shaping well-rounded, globally aware graduates. A&M - Texarkana is committed to providing students a safe and valuable international university experience. This procedure has been developed to provide guidance and clear instruction for students, faculty, and staff members involved in student international travel. This procedure also ensures that all necessary information is collected to monitor Student Travel activities for compliance with Clery reporting.

This procedure implements [System Policy 13.04, Student Travel](#) and [University Rule 13.04.99.H1, Student Travel](#) as it relates to international travel..

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### Definitions

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**Export Control** – All activities that the University engages in with foreign entities must be reviewed for compliance with export related laws and regulations. The Empowered Official, as defined in the Export Controls Rule and Manual, is ultimately responsible for review and approval of all international travel and relationships.

**Passport** – an official document issued by a government that certifies the holder’s identity and citizenship. Participants in international travel on behalf of the University are responsible for securing their passport.

**Student Travel** – Travel by an enrolled A&M University-Texarkana student that exceeds 25 miles from campus for an activity that is organized, sponsored by the university AND is either funded by the university using a vehicle owned or leased by the university OR required by an organization properly registered at the university including, but not limited to, travel under the scope direction or election of a college, department, class, university office athletic team, learning community, study abroad program, student organization or their representatives. This Procedure does NOT apply to student travel for student teaching, internships, clinicals, practicums, observations, or research where the normal educational activity occurs away from the A&M University – Texarkana campus unless the actual travel is organized by the University.

**Study Abroad** – a student participates in a credit-bearing program in a country outside of the United States. Study Abroad may be coordinated by the University or a third party or by the student individually.

**Study Away** – similar to Study Abroad, but the location is within the United States. The student is enrolled at TAMUT for this program, but participates in educational opportunities at another

location, which may or may not be at another university. This travel is governed by [University Procedure 13.04.99.H1.01, Student Travel](#)

**Visa** – an endorsement on a passport indicating that the holder is allowed to enter, leave, or stay for a specific period of time in a country. Visa requirements may vary depending on the holder’s citizenship, the destination, and the origination country. The participant of international travel on behalf of the University is responsible for securing all necessary Visa’s.

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## Procedures and Responsibilities

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### 1. GENERAL

This document serves to provide procedures and general safety expectations for international student travel as defined in Definitions.

Students may choose to participate in international studies independently of the University and transfer any applicable credit back. If the University is not involved in the planning, supervision, or funding of the travel, the travel is not governed by this procedure.

### 2. RESPONSIBILITIES

- 2.1 For international travel, the staff or faculty member sponsoring and arranging the travel will serve as the Travel Coordinator. The Travel Coordinator must be a university employee.
- 2.2 Due to the unique risks and exceptional logistics considerations associated with international travel, planning must commence approximately 1 year prior to intended travel. All international travel must receive prior approval from the Division Chair and College Dean and be coordinated with the Director of Student Life at the beginning of planning to ensure all steps are completed accurately and timely.
- 2.3 The Faculty-Led Study Abroad Program Proposal is due to Director of Student Life by the first day of the first full month of the semester one full academic year prior to the planned travel date. i.e., for travel in Fall 2026, the proposal is due Sept 1 2025.
  - 2.3.1 The proposal serves to capture information regarding
    - 2.3.1.1 Course credit for the participating students.
    - 2.3.1.2 General logistics and itinerary of the arrangements
    - 2.3.1.3 Program contacts at TAMUT and the host location
    - 2.3.1.4 Budget

- 2.3.1.5 Approval by a TAMUT Education Abroad Advisory Committee if travel involves a country currently under a travel warning issued by the US State Department or a Extreme High Risk or High Risk Country as listed on the weekly Country Travel Advisory List issued by System Risk Management. Note that all university related international travel is reviewed by System Risk Management. Travel to countries on the Extreme High Risk List will not be approved without University President approval. All travel will be reviewed in reference to the list up until the point of departure, and trips may be cancelled at any point due to the current conditions.
- 2.4 Six to Twelve months prior to travel, the Travel Coordinator will recruit students for participation in the program. The Travel Coordinator must develop information materials for potential participants that includes a tentative cost, student payment structure, necessary travel documents needed, and course credit information. The Travel Coordinator will finalize logistics, vendors, and costs.
- 2.5 Three to Six months prior to the Travel Coordinator must coordinate all Export Controls reviews with the Empowered Official. This would include Restricted Party screening of all foreign organizations and individuals. Note the bulk of this will be conducted at this point, but more organizations and individuals may be identified and screened up to the point of departure.
- 2.6 No later than 3 months prior to travel, the Travel Coordinator must provide the Director of Student Life a finalized program budget and list of students and employees who have committed to the program. Note that all participants must be at least 18 years old prior to date of travel.
- 2.6.1 A minimum ratio of 1:10 employee to students traveling must be maintained. Travel that does not maintain minimum ratio or in which students are traveling unaccompanied must be approved by the Provost and President at least 3 months prior to travel. The ratio may be tightened with the direction of the Provost if warranted by the content or location of the program.
- 2.6.2 The Travel Coordinator must provide documentation confirming that all participants have acquired necessary travel documents (passports and visas) and any necessary immunizations or plans for immunizations within appropriate timing. The University is not responsible for acquiring travel documents or arranging immunizations for those participating in the program.
- 2.6.3 The Travel Coordinator must coordinate with the Export Controls Empowered Official to complete all required approvals and screenings. All participants, students and employees, will complete all required export control related safety training.
- 2.6.4 The Travel Coordinator will schedule a mandatory pre-departure orientation with the Director of Student Life and Director of Risk Management to be held at least 1 month prior to departure. All participants in the trip must attend the

meeting. Topics to be discussed in this meeting must include, but are not limited to emergency response – particular hazards, how to call for help, financial transaction planning, communication methods to be used while outside of the United States, educational expectations and technology needs, cultural standards, security considerations, and how to report incidents.

- 2.7 All participants in international student travel are required to acquire the Texas A&M System mandated medical and evacuation insurance. This insurance must be purchased via the Risk Management office. The Director of Risk Management will coordinate the enrollment and payment process depending on whether the program is funding the insurance or if the students are required to purchase it themselves. At no point should a participant enroll in their own coverage, even if with the System contracted provider, outside of the coordinated enrollment process.
- 2.8 All participants in international student travel are required to register their travel with the State Department and International SOS program. Participants must carry information providing them with the location and contact information of the nearest U.S. Embassy and/or Consulate and hospital in each destination of their itinerary.
- 2.9 Arranging logistics for the trip. For trips using the System Travel Agent Software, the Travel Classification must be selected as ‘Student – International Travel;’
  - 2.9.1 Completing the [Clery Travel Form](#) for any overnight stays in the US en route during travel and forwarding to the Clery Coordinator.
  - 2.9.2 Ensuring that pre-travel conditions designated in the [A&M System Policy 13.04, Student Travel](#), the [University Rule 13.04.99.H1, Student Travel](#), and these student travel procedures are followed prior to commencement of travel. This includes all insurance and training documentation.
  - 2.9.3 Ensuring that the Participant Waiver of Indemnification, Medical Treatment, and Medical History (See Appendix) is completed for each student traveler
  - 2.9.4 Ensuring that each employee traveling and any student approved Driver transporting students is equipped with:
    - 2.9.4.1 A copy of this Texas A&M University-Texarkana Student Travel Procedure
    - 2.9.4.2 A cell phone that includes the cell telephone number of the A&M-Texarkana University emergency number, the contact for the A&M-Texarkana Travel Coordinator, the International Travel Insurance Company, the State Department and US Embassies in all destination countries, and contact information for the host institution or program host.

2.9.4.3 A copy of the completed Participant Waiver of Indemnification, Medical Treatment, and Medical History for student passengers (See section 4 below)

2.9.4.4 Car registration and insurance information (for university-owned vehicles)

2.10 University employees and students may be approved as Drivers for any segment of the trip that occurs inside the United States. **However, students may not be approved as Drivers of university-owned vehicles.** In the case of emergency circumstances that render an approved Driver unable to drive while on student travel, this requirement may be waived by the Travel Coordinator or the A&M-Texarkana University Chief of Police. For trips exceeding 500 miles one way, a minimum of two approved Drivers are required for each vehicle. When multiple Drivers of a vehicle are appointed, one shall be named as Lead Driver.

2.10.1 Employees and students who are approved as Drivers must meet the following requirements:

2.10.1.1 Be at least 18 years of age;

2.10.1.2 Possess a valid driver's license; (Any change in an approved driver's license endorsements or restrictions that are not reflected on the hard copy must be reported to the Travel Coordinator during the approval process or prior to commencement of travel, as applicable.) If the driver will be driving in a foreign country, this driver's license must be valid in accordance with the local laws of the foreign country(s).

2.10.1.3 Provide proof of personal automobile insurance coverage required by the State of Texas and any foreign countries where the driver will be driving; and

2.10.1.4 Pass a driver's history check conducted by the A&M-Texarkana University Police. (Any changes to the driver's history that occur after the history check but prior to the commencement of the trip must be reported to the Travel Coordinator for reevaluation of the driver's history).

2.10.2 Student Drivers who transport other students in personal vehicles must meet the requirements outlined in 2.10.1.1-2.10.1.4 and show proof of current automobile registration and safety inspection prior to commencement of travel.

2.11 As representatives of A&M-Texarkana, all Students are expected to conduct themselves in an appropriate manner during university-sponsored trips. Any report of student code of conduct violations will be subject to applicable disciplinary actions.

### 3. APPROVED MODES OF TRANSPORTATION

University-sponsored student travel may be conducted via university-owned, personal, contracted, and/or commercial modes of travel:

- 3.1 Listed below are the traditional means of travel available to students:
  - 3.1.1 University-owned vehicles (*only University employees may be approved as Drivers*) for travel within the United States only.
  - 3.1.2 University leased or rented vehicles, including charter vehicles, taxi, and ride share. In general, participants in international student travel are discouraged from driving in foreign countries and are encouraged to utilize hired transportation.
  - 3.1.3 Personal or Privately-owned vehicles. In general, participants in international student travel are strongly discouraged from driving in foreign countries and are encouraged to utilize hired transportation.
- 3.2 Students traveling by contracted transportation must comply with all conditions set forth in the contract between the university and the carrier.
- 3.3 Students traveling by commercial transportation must comply with all laws regulating travel and the rules of the specific carrier.

#### **4. WAIVER AND RELEASE FORMS**

Students who participate in travel related to academic course requirements (e.g. field trips), or their required assigned duties as a University employee (e.g. research data collection, off site training) shall not be required to sign a waiver or release in relation to that travel.

Students who voluntarily participate in elective university-sponsored travel must complete the Participant Waiver of Indemnification, Medical Treatment, and Medical History (See Appendix) verifying that they understand and accept the risks involved in participating in the travel activity and assume responsibility for their behavior. If not attached to the Travel Agent Software Travel Record, originals of completed forms shall be retained in the office of the department sponsoring the travel for a minimum of two years after completion of the travel activity.

#### **5. VEHICLE SAFETY PROCEDURES**

- 5.1 All Drivers shall abide by the following safety procedures:
  - 5.1.1 Do not use cell phones while operating a moving vehicle;
  - 5.1.2 Allow only approved Drivers to drive the vehicle except under emergency situations; (See Section 2.10)

- 5.1.3 Obey all local, state, and federal traffic laws. (Drivers are responsible for any and all traffic or parking tickets.)
- 5.1.4 Remain free from the influence of alcohol or illegal drugs;
- 5.1.5 Do not possess or transport alcohol, illegal drugs, firearms, or weapons within the vehicle;
- 5.1.6 Seat belts are required to be worn by all passengers at all times while the vehicle is in motion, thereby limiting the number of passengers to the number of seat belts;
- 5.1.7 Avoid distracting or aggressive behavior (e.g., racing, horseplay);
- 5.1.8 Avoid driving when conditions are hazardous (e.g., fog, heavy rain, snow, ice, etc.);
- 5.1.9 Plan routes in advance. Stop every 2-2½ hours for a driver's rest break. Avoid driving between the hours of midnight and 6 a.m.;
- 5.1.10 Alternate drivers no less frequently than every 500 miles;
- 5.1.11 Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking medication; and
- 5.1.12 Require a passenger or a second Driver to ride in the front passenger seat and remain awake at all times.

## **6. EMERGENCY PROCEDURES**

- 6.1 If the vehicle is involved in an accident, the Lead Driver is responsible for following designated emergency procedures:
  - 6.1.1 Stop immediately and notify the local police or call emergency services.
  - 6.1.2 Notify the A&M-Texarkana University Police Department at 903-334-6611 or as soon as the situation is stable and safe. The UPD Officer on duty is responsible for notifying the UPD Chief and the Director of Risk Management.
  - 6.1.3 Complete a police report (necessary for insurance purposes).
  - 6.1.4 Obtain the names and addresses of all witnesses.
  - 6.1.5 Do not make any statement regarding who is at fault, nor should you make any offers to pay damages. Fault or legal liability will be determined by the appropriate authorities.

6.1.6 If a leased or rented vehicle is involved in an accident, contact the rental company immediately.

6.2 If someone is injured in the accident:

6.2.1 Call emergency services immediately and obtain medical attention.

6.2.2 Contact the System required insurance plan and the University Director of Risk Management.

6.2.3 Consult an injured passenger's medical release form (See Participant Waiver of Indemnification, Medical Treatment, and Medical History) for any special needs.

6.3 If a vehicle breakdown occurs in the United States, call the DPS Non-Emergency Roadside Assistance at 800-525-5555 (also \*DPS on many wireless phones).

## **7. ADDITIONAL STUDENT TRAVEL GUIDELINES**

Departments, units, and/or student organizations may request that additional student travel standards or guidelines be enforced to address the unique requirements associated with a particular type of organized student travel. Any additional standards or guidelines must be shared with the Travel Coordinator and provided to the Lead Driver as part of the information required to be carried during travel.

## **8. WAIVER TO STUDENT TRAVEL GUIDELINES**

Any waivers to the A&M-Texarkana Student Travel Guidelines must be approved by the appropriate Vice President or President.



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## Related Statutes, Policies, or Requirements

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[System Policy 13.04, \*Student Travel\*](#)

[University Rule 13.04.99.H1, \*Student Travel\*](#)

[University Procedure 13.04.99.H1.01, \*Student Travel\*](#)

[University Procedure 13.04.99.H1.02, \*Athletic Student Travel\*](#)

[University Rule 15.02.99.H1, \*Export Controls\*](#)

[Export Controls Program Manual](#)

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## Appendix

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[Student Travel Worksheet](#)

[Clery Travel Form](#)

[Participant Waiver of Indemnification, Medical Treatment, and Medical History](#) (located in DocuSign templates for routing)

Faculty-Lead Study Abroad / Study Away Program Proposal Form (contact Student Life)

Faculty-Led Study Abroad Budget Worksheet (contact Student Life)

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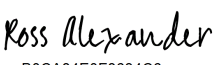
## Contact Office

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Vice President of Student Life  
(903) 223-3062

Department of Risk Management  
(903) 334-6755

### Approved:

Signed by:  


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**Ross C. Alexander, Ph.D.**  
**President, Texas A&M University-Texarkana**

3/31/2025

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**Date**