

## UHCL International Travel – Tip Sheet

<b>1. <u>Approvals</u></b>	Allow enough lead time to obtain appropriate supervisor approvals.
<b>2. <u>Cruises</u></b>	<p>The convention, seminar or meeting must be directly related to UHCL business if aboard a cruise. All the ports of call must be within the United States or United States possessions. The ship must be registered as a U.S. vessel. Please attach a written statement to your Travel Request that details the following:</p> <ul style="list-style-type: none"> <li>(A) The total days of the trip (excluding travel to and from embarkation point).</li> <li>(B) The daily business activities and associated hours related to same</li> <li>(C) A program of cruise activities that show nexus to the business purpose of the trip.</li> </ul> <p>Reimbursements are limited to \$2000.00 annually (per traveler/per calendar year) per IRS Pub 463.</p>
<b>3. <u>Documentation</u></b>	Have the Export Control form, Fly America Act form and the CITI course completion certificate ready to upload. Currently, all approved export applications are being forwarded to Education Abroad and Scholar Services to ensure the faculty/staff are registered for OnCall and accident insurance.
<b>4. <u>Expense Reporting</u></b>	If you used a Travel Card process your expense report within 10 days of the last date of travel. If you did not use your Travel Card you have 60 days to process expenses before they are deemed income.
<b>5. <u>Groups</u></b>	If the group expects out-of-pocket expenses then each member should be registered in PaymentWorks in advance of the trip and have a delegate manage their travel request and expenses in Concur, to ensure a smooth reimbursement process.
<b>6. <u>Health Insurance</u> <u>Accident and</u> <u>Sickness Insurance</u></b>	<p>All University of Houston-Clear Lake students, faculty, or staff on approved UHCL business and/or education abroad programs must have the university-approved accident and medical insurance prior to departure and while on the approved program or business.</p> <p>Travelers are advised to maintain their primary healthcare coverage while abroad. All travelers must have the UHCL-approved education abroad assistance policy regardless of any other insurance they may have, including personal/private insurance, insurance required by partner-party providers, or a foreign government.</p> <p>If needed, contact <a href="mailto:EducationAbroad@uhcl.edu">EducationAbroad@uhcl.edu</a> for proof of coverage upon international travel approval.</p>
<b>7. <u>Laptops</u></b>	Answer “yes” to question b on the Export Controls form to arrange for a secure laptop.
<b>8. <u>On Call International</u></b>	<p>UHCL has partnered with On Call International to provide emergency and non-emergency services and benefits while traveling internationally on an approved education abroad program or university-sponsored travel.</p> <p>If Medical, Security, or Travel assistance is needed, regardless of the nature or severity of the situation, contact On Call 24 hours a day.</p> <p>Call collect from anywhere in the world: +1 978-651-9213 Call toll-free U.S. / Canada: 1-833-808-0236</p>

	24/7 Live Chat: <a href="http://www.oncallinternational.com/chat/direct">www.oncallinternational.com/chat/direct</a> Email: <a href="mailto:mail@oncallinternational.com">mail@oncallinternational.com</a> Text Only: +1 844-302-5131
<b>9. <u>Personal Days</u></b>	Record personal days accurately in Concur; there is no prohibition on the number of personal days taken during foreign travel. However, personal days cover travel itself (usually air travel) and no other expense category.
<b>10. <u>Receipts</u></b>	Capture receipts en route with mobile phone imaging; upload to Concur upon return when expense reporting.
<b>11. <u>Travel Advisories</u></b>	Check for travel safety well in advance of trip planning and requesting. <a href="https://travel.state.gov/content/travel.html">https://travel.state.gov/content/travel.html</a>
<b>12. <u>VISA</u></b>	Starting in 2025, U.S. passport holders traveling to <b>Europe</b> will need to apply for authorization through the European Travel Information and Authorization System (ETIAS) before their visit.

**Updated: 11/9/2023**