

## International Travel - Key Information

### Funding Sources to be used for International Travel Requests:

- Restricted Grants and Contracts
- Indirect Costs Recoveries
- Program Fees
- Auxiliary Funds
- No Additional Costs to the University (show zero as the estimated cost) \*

\* Private funding of International Travel (i.e. funded by Development Foundation, the employee or other private funds not administered by MSU) should indicate zero and not show the cost estimate of expenses and should be listed as "No Additional Costs to the University".

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### Foreign Travel Policy

Revised November 10, 2006, the "Travel by Faculty and Staff" Academic Operating Policy Procedure can be found at: AOP 13.08 (<http://www.msstate.edu/dept/audit/1308.html>)

Some key points to remember are as follows:

- Travel outside the continental United States (including travel to Hawaii, Puerto Rico, and Canada) requires approval by the President of the University. Approval by the Board of Trustees and the Governor's Office is no longer required.
  - Travel authorization forms (MSU Form A-04) should be completed and approved for all university travel, regardless of whether university funds will be used to cover the expenses of the traveler.
  - Faculty and staff members are requested to keep accurate records of their expenses and should check with the Office of Travel Services for information concerning requested documentation to substantiate expenses.
  - Travel by University personnel is governed by a Board of Trustees policy. Additional information related to travel can be found at: <http://www.travel.msstate.edu/policy/>
- **Administrative approval (Department Head, Dean/Director, Vice President and President) should be obtained prior to making travel plans or 30 days in advance of the trip.**