International Travel – MS Fund Source Guidelines

Effective: December 10, 2015

Important Notes

International travel, on a restricted basis (see below), is allowable in the Medical School on designated funds including MSRDP (fund range 30000 – 34999) and Indirect Cost Recovery (fund range 37000 – 37999).

Restrictions Specified by the Dean

- The Request for Travel Authorization (RTA) must have Chair approval. This approval may not be delegated further.
  - The only exception is when the Chair is out of the office and has a written delegation of signature authority in place. A copy of that delegation of signature authority should be attached to the RTA.
- By approving the RTA, the Chair is certifying that there are legitimate, critical needs for this travel (e.g., the traveler is an invited moderator or presenter or is engaged in a research collaboration).
- If the traveler wishes to attend a meeting internationally but is not presenting or moderating, the traveler is restricted to utilizing grant, gift or endowment funds:
  - Sponsored projects (fund range 50000 – 57999)
  - Gift funds (fund range 58000 – 58999)
  - Endowment funds (fund range 60000 – 60XXX)

Contact

Please contact The Office of Administration for more information and guidance on how to carry out this procedure.

Phone Number: 713-500-5078
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