

# TEXAS A&M ENGINEERING

Dwight Look College of Engineering • Texas Engineering Experiment Station • Texas Engineering Extension Service • Texas Transportation Institute

January 18, 2005

## MEMORANDUM

TO: Look College of Engineering Department Heads  
Look College of Engineering Business Administrators  
TEES Center/Division Heads  
TEES Business Administrators

THROUGH: G. Kemble Bennett *GKB*  
Vice Chancellor and Dean of Engineering  
Director, TEES

FROM: John M. Niedzwecki *JMN*  
Executive Associate Dean and  
R.P. Gregory '32 Chair Professor  
Associate Director, TEES

SUBJECT: Noncompliance in Foreign Travel

We have experienced a large increase in the number of foreign travel requests which do not meet the minimum requirements established by the TEES Fiscal Office. Infractions include travel requests not submitted at least 14 business days prior to the travel date (or 30 days prior for State accounts) or submitted "after the fact", requests lacking justification and/or explanation for the trip and lacking a day-to-day itinerary.

Due to the increased number of foreign travel warnings and restrictions, along with the long-standing requirement that all foreign travel must have prior approval of the sponsor, we will begin strict enforcement of the above requirements. Domestic travel requests should also be submitted in a timely manner. I will review all non-compliant travel requests, and return them to the appropriate department or division head for accountability.

In addition, many of the travel requests received by the TEES Fiscal Office are handwritten and difficult to read. Please make your travelers aware that TEES Travel and Advance Request forms are accessible via the Engineering Portal. It is strongly encouraged that these requests be typewritten, or they may be returned to the department if they are deemed illegible.

Also, please note that there are several countries to which travel is federally restricted at this time, including Iran, South Korea, Syria, and Cuba. For further information regarding these and other restrictions, contact Mr. Russell Brewer in the Office of Sponsored Research (862-1696 or [rbrewer@tamu.edu](mailto:rbrewer@tamu.edu)).

xc: Carol J. Cantrell  
Carol Huff  
Russell Brewer