

Information on Foreign Travel/International Travel

Business-related Travel to Any Country Other than those Listed as Countries of Concern/Foreign-Adversary Nations:

Current countries listed as Countries of Concern/Foreign-Adversary Nations include China (including Hong Kong and Macau), North Korea, Iran, Cuba, Russia, and Venezuela. Prior to leaving the US, all students, faculty and staff on business-related travels to any countries other than those listed as countries of concern/foreign-adversary nations are required to submit the following for approval:

1. [A Travel Authorization Form](#) (Required)
2. [A U.S. Export Control Regulations Form](#) (Required)
3. [A Removal of Equipment Form](#) if UTSA assets are to accompany employees on their travel.

UTSA has a [Loaner Laptop Program](#) for employees who want to take a loaner laptop with them on their travel. There are limited number of laptops in the Loaner Laptop Program for travel of 30 days or less, and their availability are on a first-come-first basis. Employees can request for a loaner laptop by submitting the request to UTSAIntegrity@utsa.edu.

Note: Employees must comply with the UTSA Handbook of Operating Procedures (HOP), [section 10.04 – Conflicts of Interest in Research and Intellectual Property](#) and [section 1.33 – Conflict of Interest, Conflict of Commitment, and Outside Activities](#) on all business travel-related payments received from a foreign entity, including all remuneration, including travel paid/reimbursed on your behalf, positions/appointments/affiliations (scientific, honorific and/or joint, etc.), and roles (speaker, reviewer, consultant, editor, etc.).

Personal Travel to Any Country Other than those Listed as Countries of Concern/Foreign-Adversary Nations:

Prior to leaving the US, all students, faculty and staff on personal travels to any countries other than those listed as countries of concern/foreign-adversary nations are required to submit the following for approval:

1. [A U.S. Export Control Regulations Form](#) (Required)
2. [A Removal of Equipment Form](#) if UTSA assets are to accompany employees on their travel.

Business-related Travel to Countries of Concern/Foreign-Adversary Nations:

As per [section 2 in Governor Greg Abbot's Executive Order No. GA-48](#) that was issued on November 19, 2024, **all employees in public institutions of higher learning are PROHIBITED from business-related travels to countries of concerns/foreign-adversary nations.** Currently, these countries include China (including Hong Kong and Macau), North Korea, Iran, Cuba, Russia, and Venezuela. Please refer to the [Office of Research website](#) for additional Information on Countries of Concern.

Personal Travel to Countries of Concern/Foreign-Adversary Nation:

Personal travel to countries of concern/foreign-adversary nations by employees in public institutions of higher learning are permitted. Although a Travel Authorization Form is not required for travel, employees must comply with the following, as per section 4 in Governor Greg Abbot's Executive Order No. GA-48:

1. **Prior to Travel:** Employees must notify UTSA of any personal travel to a country of concern/foreign-adversary nation, **at least 7 calendar days prior** to day of planned departure; and
2. **Post-travel Brief:** Employees must submit their post-travel brief to UTSA **within 30 days of return** to the US, outlining details of the trip, including dates and purpose of their travel.

Complete pre-travel and post-travel notifications using this [online form](#). The form could also be found at this [Global Initiatives website](#).

Submission of the Removal of Equipment Form and the U.S. Export Control Regulations Form are NOT REQUIRED for employees on personal travel since **NO UTSA assets are expected to be accompanying employees on their personal travel to countries of concern.** However, employees who are planning on taking any UTSA assets, including their business laptop, should contact the Office of Research Integrity before their travel.

Additional Information

Information on foreign/international travel can also be found in the following UTSA website:

1. [Global Initiatives website](#)
2. [Office of Research website](#)

Please feel free to reach out to Joo L. Ong (anson.ong@utsa.edu) or Kurt Schoessler (kurt.schoessler@utsa.edu) within the Office of Research Integrity for any questions related to Foreign Travel.