

Oklahoma State University Policy and Procedures

EMPLOYEE DOMESTIC AND INTERNATIONAL TRAVEL

**1-0134
GENERAL
UNIVERSITY
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INTRODUCTION

1.01 **Policy Intent.** Periodically, faculty, staff and student employees travel on behalf of Oklahoma State University to further the institution’s mission of teaching, research, extension, outreach and creative activities. The purpose of this policy is to set forth expectations to provide a framework for safe and efficient travel by University employees on Official University Business which is compliant with all relevant regulations and other University policies. Individuals traveling on Official University Business are representing OSU and should demonstrate good stewardship of University resources.

1.02 **Applicability.** This policy is applicable for all travel by University employees, including student employees, on Official University Business who are traveling domestically or internationally, regardless of the funding source, including no-cost travel. For travel of students not acting as employees of the University, see Policy 1-0133 Student Travel. Athletic team travel is described in Policy 1-0402 Team Travel.

1.03 **Responsibility for Administration.** The Vice President for Administration and Finance (VPAF) shall be responsible for overall administration of this policy and may assign a member of their staff to be responsible for compliance, oversight and necessary record keeping. Any exceptions to this policy must be granted by the VPAF, or their designate. Changes regarding regulatory compliance should be made in consultation with the Vice President for Research (VPR), or their designee.

DEFINITIONS

1.04 For the purpose of this policy:

- A. “Domestic Travel” includes travel within any of the 50 states of the United States and the District of Columbia, and to any U.S. territory outside the continental United States.
- B. “International Travel” is defined as travel to any destination outside the US states and territories, and the District of Columbia.
- C. “Official University Business” is defined as any activity which directly carries out or provides support for the University's mission of teaching, research, extension, outreach and creative activities, regardless of funding source (including no-cost travel; see 1.04F below).
- D. “OSU Student Travel Programs” are defined as those educational programs abroad developed, negotiated, or managed by Oklahoma State University and involving

International Travel as defined above. “OSU Student Travel Programs” include student travel organized and/or accompanied by a University employee, including travel to conferences, for field trips, or for research for one or more students.

- E. “Restricted Travel” is defined as travel to any country, county, city, or other location for which: (i) the U.S. governmental body has issued a travel restriction or warning (defined as a U.S. Department of State Level Three or Four advisory or Centers for Disease Control Assessment Levels Three or Four, or the equivalent), (ii) an appropriate Oklahoma government official has issued guidelines, a travel ban, or other advisory, or (iii) the appropriate OSU administrator has issued guidelines, a travel ban, or other advisory.
- F. “No-Cost Travel” means Domestic or International Travel conducted for Official University Business but at no cost to OSU.
- G. “University Funds” refers to direct or indirect financial support provided by the University, including support or funding from any outside source awarded to or administered by the University.

GENERAL POLICY STATEMENTS

2.01 **Approvals.** The following approvals are required for travel committing University Funds, Restricted Travel, travel in support of OSU Student Travel Programs, International Travel, and global employment, as applicable:

- A. **Travel Committing University Funds:** Travelers are required to document a business purpose and obtain approvals from the appropriate supervisor(s) before committing University Funds.
- B. **No-Cost Travel:** Even in the case of No-Cost Travel, travelers must submit the appropriate travel request, so their travel is documented in the OSU travel system before travel takes place, to ensure the traveler is covered under workers’ compensation insurance, and to provide appropriate travel support in the event of an emergency.
- C. **Restricted Travel:** Advance approval is required for Restricted Travel as follows:
 - (i) **Locations with Travel Advisories:** Travel to a country or location for which the U.S. State Department or the Centers for Disease Control has issued a Travel Advisory must be approved in advance by the OSU Office of Risk Management. A list of such locations can be found on the State Department website, <http://travel.state.gov>. An appropriate risk acknowledgement form must be submitted to the OSU Office of Risk Management prior to travel.
 - (ii) **Destinations with travel restrictions imposed by an Oklahoma government official:** OSU will comply with applicable travel guidelines issued by the State of Oklahoma, including any necessary approvals.
 - (iii) **Locations with travel restrictions imposed by OSU:** To preserve the health and safety of the University, OSU may implement temporary bans or advisories for Domestic and/or International Travel. Employees must comply with all

applicable travel guidelines issued by the University, including any necessary approvals.

- D. **OSU Student Travel Programs:** For compliance and record keeping purposes, OSU Student Travel Programs must be submitted through the School of Global Studies and Partnerships (<https://global.okstate.edu>) to the Vice President for Academic Affairs for approval.
- E. **International Travel:** Faculty, staff and students are encouraged to travel internationally for research, conferences, and other Official University Business. The University is responsible for keeping records of all official International Travel as outlined in Board of Regents Policy 2.22. In addition, employees who travel internationally are required to provide detailed information to OSU to help ensure traveler safety and to manage international risk exposure. Travelers submit information via the international trip request through the University's Administrative Information Resource System (<https://airs.okstate.edu>). Then, each traveler is registered in the OSU travel management system by the School of Global Studies and Partnerships. The School of Global Studies and Partnerships is responsible for maintaining documentation of International Travel.
- F. **Non-Employee/Spousal Travel:** When spouses or other family members travel with a University employee while on Official University Business, OSU will not pay the travel or other expenses of the non-employee; any such expenses shall not be mixed with any reimbursable travel expenses. In addition, for International Travel, the non-employee(s) should be registered so they can be added to the University's travel insurance. The expense for adding the non-employee(s) to the travel insurance shall be billed to the employee.
- G. **Global Employment:** Travel for an extended period to a location outside the State of Oklahoma for the purposes of fulfilling one's employment obligations may result in the application of local employment and tax laws. Accordingly, University employees planning to travel internationally on Official University Business for an extended period must comply with any applicable OSU Human Resources policies and procedures pertaining to global employment.

2.02 **Approval Timeliness.** Travelers must obtain approvals before travel occurs, preferably at least two weeks before departure. Travel requests submitted after this period run the risk of being denied permission or unreimbursed by the University.

2.03 **Program Planning and Reimbursement.** Oklahoma State University travel and purchasing policies apply to all employee travel, both Domestic and International. Detailed reimbursement policies and procedures are found in Section 10 of Policy 3-0201 Fiscal Procedures and Accounting Systems. To be reimbursable, all expenses must be necessary for the conduct of OSU business and in compliance with IRS, State of Oklahoma, and/or funding agency regulations and represent appropriate use of University Funds. Policies related to student travel can be found in Policy 1-0133 Student Travel.

2.04 Unit-Level Policies. Colleges, divisions, and departments may establish more restrictive travel policies than the University policy; however, they may not establish less restrictive policies. In such cases, the unit is responsible for documenting, communicating and enforcing any such requirements.

2.05 Travel Sponsored by Grant, Contract or Cooperative Agreement. Travelers are responsible for understanding and adhering to the travel requirements imposed by the source which funds the travel.

Travelers on Official University Business funded by a federal award must comply with the requirements of both [2 CFR Part 220 \(Uniform Guidance\)](#) and 49 U.S.C. §40118 (commonly referred to as the “[Fly America Act](#)”), to use United States air carrier service for all air travel and cargo transportation services funded by the United States Government.

Certain expenses (e.g., for alcohol) are “unallowable” in accordance with federal cost principles and cannot be charged to a federal award. Some expenses not allowed on a sponsored award may, however, be reimbursed by a non-sponsored fund under specific circumstances if those expenses meet the requirements under this policy and other applicable University policies for reimbursement.

2.06 Reporting Accidents/Employee or Student Injury. Any situation while on University-related travel which could lead to a liability claim against the University should be well documented, including a description of the incident, dates, location, persons involved, and the names and contact information of any witnesses. This information should be sent to the OSU Office of Risk Management in a timely and appropriate manner. Faculty and employees who are injured in the course of their employment are covered under workers’ compensation. Contact OSU Human Resources for information and assistance.

2.07 Unallowable Travel Costs. The University will not reimburse travelers for expenses which will be reimbursed to the traveler from another source. OSU will not reimburse expenses of a personal or political nature.

2.08 Designated Travel Services. Travelers are strongly encouraged to use the travel services of OSU-designated travel agencies and providers. Information regarding these services is available at <https://adminfinance.okstate.edu/travel/index.html>.

2.09 Non-Compliance Remedies. Employees and approving managers who do not comply with these regulations may be subject to the following:

- Reimbursement delays for improper or incomplete documentation;
- Non-reimbursement for policy or regulation violation;
- Disciplinary action in accordance with the OSU Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University; OSU Policy 3-0720 for staff; or the OSU Student Code of Conduct and/or;
- Additional sanctions imposed by outside funding agencies.

2.10 Insurance

- A. **Health and Accident Insurance:** Any participant in International Travel is personally responsible for health and accident insurance coverage valid for each country to be visited. All travelers (including OSU employees who receive health insurance coverage as a benefit through OSU) should verify the impact of International Travel on their insurance coverage and benefits.
- B. **Emergency Medical Evacuation and Repatriation of Remains:** International Travel participants are required to obtain insurance that includes coverage for Emergency Medical Evacuation and Repatriation of Remains. OSU employees traveling on Official University Business are offered insurance coverage at no charge through a state policy.

2.11 Research and Data Security While Travelling

- A. **Virtual Private Networks (VPNs):** A virtual private network or VPN helps protect privacy and anonymity when using a public internet connection. Travelers should always use a VPN when accessing University resources, either on a local device or traveling remotely. University-issued devices should have a VPN installed, and the traveler should use it every time they are accessing a network, regardless of whether they are logged into the campus network. Information which could be accessed remotely with the use of VPN from the campus network should be subject to stringent data classification based on potential impact of a loss.
- B. **Mobile Device Usage:** When traveling to certain high-risk international locations, travelers should use University-issued devices, such as laptops or other portable devices, which meet data encryption standards. For the most up-to-date information on relevant nations, travelers should consult University Research Services Export Control Information (<https://research.okstate.edu/faculty-resources/univ-research-services.html>).
- C. **Physical Protection:** Users should not leave the device unattended in public view, such as in the back of a car, a meeting room or a hotel lobby. The loss of a device or an information security incident must be reported through appropriate management channels as quickly as possible for immediate mitigation in accordance with the University incident management process and procedure.
- D. **Virus Protection and Patch Management:** University-approved antivirus software should be installed and configured for automatic updates on all devices.

2.12 Regulatory Compliance. University faculty, staff and students who travel internationally and/or collaborate with international parties are expected to comply with applicable U.S. and foreign regulations including, but not limited to, export control regulations, employment and tax laws and banking laws.

- A. **Export Controls:** Travelers must comply with Export Administration Regulations (EAR), the International Trafficking in Arms Regulations (ITAR), and the Office of Foreign Assets Controls (OFAC) regulations. Depending upon the international

destination, certain hand-carried or shipped items (i.e., encrypted software, night vision cameras, etc.) may require licensing by the U.S. Department of the Treasury or the U.S. Department of Commerce before the item leaves the U.S. Questions about export control requirements should be directed to University Research Services (<https://research.okstate.edu/faculty-resources/univ-research-services.html>).

- B. **Banking or Hiring Personnel in Foreign Country:** Faculty, staff and student travelers must comply with relevant banking regulations, the Foreign Corrupt Practices Act, and employment and tax requirements of the foreign country when traveling or conducting business internationally.
- C. **Private Data Regulations:** Travelers must abide by all applicable regulatory regimes related to FERPA, HIPAA, or other personal data regulations.

MODES OF TRAVEL AND SAFETY MEASURES

3.01 **Travel by Motor Vehicle.** From time-to-time University employees may drive passenger vehicles on official University business where non-employee students are not in the travel party with the following restrictions:

- A. Each driver must be at least 18 years of age, have a valid and approved driver's license and be rested.
- B. Each driver must be insurable.
- C. Occupants of motor vehicles should always use seat belts or other approved safety restraint devices required by law or regulation when the vehicle is in operation.
- D. Drivers shall not drive impaired as defined by the laws of the State of Oklahoma, or the relevant jurisdiction in which the driver is traveling.
- E. The total number of passengers may not exceed the number of seatbelts available.
- F. The maximum number of hours a driver may drive is ten (10) hours (including fuel and rest stops) following at least eight (8) consecutive hours of sleep/rest.
- G. Physical damage to a privately-owned vehicle would be the responsibility of the owner or owner's insurance; but, if an employee is using their own vehicle for Official University Business, and is acting within the scope of their employment, the Oklahoma Governmental Tort Claims Act would provide primary coverage for liability purposes.

3.02 **Travel by Commercial Motor Vehicle.** From time-to-time University employees may drive or be passengers in commercial motor vehicles, as defined in Federal Motor Carrier Safety Administration (FMCSA) Regulation Section 383.5, on Official University Business where non-employee students are not in the travel party with the following restrictions:

- A. Each driver must hold a valid and approved commercial driver's license specific to the class of vehicle under operation.
- B. All applicable requirements of the FMCSA Regulations Parts 392 and 395 for passenger-carrying vehicles must be met.
- C. Each driver must be insurable.
- D. Occupants of commercial motor vehicles should use seat belts or other approved safety restraint devices to the extent required by law or regulation at all times when the vehicle is in operation.
- E. Drivers shall not drive impaired as defined by the laws of the State of Oklahoma, or the relevant jurisdiction in which the driver is traveling.

3.03 **Travel by Air Carriers.** University employees may travel on Official University Business by air carriers regulated under Federal Aviation Regulation (FAR) Part 121 and FAR Part 135, including scheduled, non-scheduled and charter services, without restriction other than the policies relating to prior approval and reimbursement for expenses.

3.04 **Air Travel Other Than by FAR Part 121 and FAR Part 135 Aircraft.** On occasion, University employees utilize aircraft other than FAR Part 121 and FAR Part 135 aircraft for the purpose of completing travel on Official University Business. In some instances, privately-owned aircraft are made available for use by supporters of the University and the Department of Athletics. All such aircraft, except those aircraft covered in 3.05, are referred to in this policy as "private aircraft." This policy establishes requirements for the use of any private aircraft for travel by employees on Official University Business.

When private aircraft are used, the captain (pilot in command) shall make the final decision as to whether it is safe to fly under expected weather conditions. However, in no case will the pilot fly if weather conditions do not meet the standards of their certification. The employee may decline to travel on such aircraft, in which case accommodating transportation (within the framework of this policy) can be arranged.

- A. **Approval of Private Aircraft.** The University's Aviation Consultant(s), as designated by the VPAF from time to time, will review and approve, in advance and in writing, the aircraft, insurance, and pilot requirements for all private aircraft made available for travel on Official University Business. In making this determination, the Aviation Consultant(s) shall be guided by the safety record of the type of aircraft and the mechanical condition of the specific aircraft and shall further consider pilot suitability, qualifications and certifications, liability insurance, and aircraft history, certification and maintenance. Aircraft maintenance comes in three forms: (1) annual inspection program, (2) progressive inspection program, and (3) continuous inspection program. The Aviation Consultant(s) will confirm all aircraft not flying under a FAR Part 135 or FAR Part 121 certificate to the applicable program each aircraft is maintained under, and track when the next required inspection is due. A list of the aircraft(s) and pilots'

names must be submitted to the Aviation Consultant for approval prior to each flight. In no event shall home built or light sport aircraft be approved. Employees are prohibited from utilizing for Official University Business any private aircraft or pilots not approved under this policy.

- B. Private Aircraft Requirements.** All private aircraft shall have a proven safety record and be maintained as required by the aircraft manufacturer and all applicable Federal Aviation Administration (FAA) operational specifications. The owner or operator of the aircraft shall be required to have on file with the University Aviation Consultant(s) copies of their aircraft registration, maintenance records which will include annual signoff date or other appropriate maintenance records, appropriate insurance certificates, pilot license, medical certificate, and verification of current FAR 61.56 flight review. The University's Aviation Consultant(s) will be responsible for requesting and maintaining all up-to-date documentation necessary for approval of the private aircraft. At a minimum, this will include current insurance certificate and pilot endorsements. Other requirements for aircraft utilized under this section include:

Single Engine Piston: Visual Flight Rules (VFR): Daytime standard weather minimums apply under Part 91. Night VFR requires a 10,000-foot ceiling and no less than 5 statute mile visibility. No Single Engine night flying in mountainous terrain. No flight into known icing. Instrument Flight Rules (IFR): Day IFR allowed with co-pilot or autopilot. No night IFR allowed.

Multiengine Piston: VFR Day and Night allowed. IFR day or night with co-pilot or autopilot. No flight into known icing.

Single Engine Turbine: VFR and IFR allowed with co-pilot or autopilot.

Multiengine Turbine and Jet: VFR and IFR allowed with autopilot. Co-pilot as required by aircraft type.

- C. Pilot Requirements.** Pilots shall have, as a minimum:

1. Turbine-powered Aircraft:

Pilot in Command:

- Commercial Pilot Certificate
- Current and appropriate Medical Certificate
- Instrument rated
- Current and qualified in aircraft type as provided in FAR 61.57
- 2,000 hours as Pilot in Command
- Minimum 100 hours in aircraft type

2. Single and Multiengine Piston:

Pilot in Command:

- Private Pilot Certificate with Instrument and Multi-Engine (if applicable) Ratings

- Current and appropriate Medical Certificate
- 1,000 hours total time
- Current and qualified under FAR 61.57
- Single engine-minimum of 25 hours in aircraft make and model
- Multiengine aircraft minimum 100 hours total multiengine and 50 hours in aircraft type

3. **Helicopter**

Pilot in Command:

- Commercial Pilot Certificate
- Current and appropriate Medical Certificate
- 2,000 hours as Pilot in Command
- Minimum 100 hours in helicopter type

4. **Copilot** (if required by aircraft type) shall meet all FAA FAR requirements to be second in command of the aircraft type.

5. Pilots must either be named on their company's insurance policy or meet the open pilot warranty of the company's insurance policy.

D. For all private aircraft travel, an IFR flight plan shall be filed reasonably consistent with safe practice.

3.05 **Air Travel by Aircraft in which the University or a Donor Owns a Fractional Share with a Regulated Operator.**

A. All fractional aircraft shall have a proven safety record and be maintained as required by the aircraft manufacturer and all FAR Part 91 or FAR Part 135 operational specifications, as applicable. The operator of the aircraft shall be required to have on file with the University copies of their certificates and insurance. The University's Aviation Consultant(s) will be responsible for requesting and maintaining all up-to-date documentation necessary for approval of fractional share aircraft and review ops specs and pilot training records. At a minimum, this will include current insurance certificate and pilot endorsements.

B. The following providers of fractional aircraft are approved so long as they contractually agree to follow the applicable provisions of this policy:

- Autumn Air
- Avantair
- CitationShares
- Executive Airshare
- Flexjets
- Flight Options
- Netjets

C. **Pilot Requirements.** Pilots shall have, as a minimum:

1. **Pilot in Command:**

- Commercial Pilot Certificate
- Instrument rated
- Current and appropriate Medical Certificate
- Current and qualified in aircraft type as provided in FAR 61.57
- Full-time employment as a pilot
- 2,000 hours as Pilot in Command
- Minimum 100 hours in aircraft type

2. **Copilot** (if required by aircraft type) shall meet all FAA FAR requirements to be second in command of the aircraft type.

3. Pilots must either be named on their company's insurance policy or meet the open pilot warranty of the company's insurance policy.

3.06 **Air Travel in University-Owned and Operated Aircraft.** Transportation services may be obtained from OSU Flight Department and can be scheduled with the flight department dispatch located at the OSU Flight Center. University-owned and operated aircraft may be utilized for University faculty and staff transportation on Official University Business. University-employed or contracted pilots will be used to conduct the flight operations under FAR Part 91. These flights would be further subject to the policies and regulations of the OSU Flight Center. The full-time pilots, contracted pilots, Chief Flight Instructor, Chief Pilot, and Senior Flight Instructors may be utilized as Pilot in Command on these scheduled flights if approved by the Manager of the OSU Flight Center. Co-pilots (if required) shall meet all requirements as outlined in Section 3.04(C)(4) above. Contracted pilots may be utilized on an as-needed basis and must meet pilot requirements as outlined in Section 3.05(C)(1) or (2), as applicable.

3.07 **Insurance Requirements for Private Aircraft.** With respects to air travel services provided on an approved private aircraft or an approved fractional aircraft, the aircraft owner/operator shall furnish the OSU Office of Risk Management and the Aviation Consultant(s) with a certificate of insurance evidencing aircraft hull and liability insurance with the following provisions:

A. The private aircraft owner or operator, at its sole cost, shall maintain in effect, throughout the term of the air travel services, insurance as follows:

1. For Piston-Powered, Single-Engine Aircraft, aircraft liability in an amount not less than \$1,000,000 combined single limit (including passengers) each occurrence.
2. For Piston-Powered, Multi-Engine Aircraft, aircraft liability in an amount not less than \$1,000,000 combined single limit (including passengers) each occurrence.
3. For Turbine-Powered Aircraft, aircraft liability in an amount not less than \$20,000,000 combined single limit (including passengers) each occurrence.

4. For Helicopters turbine and piston powered, liability in an amount not less than \$5,000,000 combined single limit (including passengers) each occurrence.

- B. The Aircraft Owner/Operator's Insurance shall provide the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and Oklahoma State University with 30 days written notice of cancellation or material change in coverage changes in Liability Limits. If it becomes necessary to establish new liability limits in keeping with current industry standards, it shall be the responsibility of the University's Aviation Consultant(s), in consultation with the OSU Office of Risk Management, to recommend the acceptable limits of liability to the VPAF, who shall make such changes as they, or their designee, determine are appropriate.

3.08 Any employee who becomes aware of a violation of this policy shall report the violation directly to the VPAF or through the EthicsPoint portal, (<https://secure.ethicspoint.com/domain/media/en/gui/10933/index.html>) or by calling the toll-free hotline number, 866-294-8692.

Revised:

OSU Faculty Council, February 2022
Staff Advisory Council, March 2022
Council of Deans, July 2022

Approved:

E-Team, November 2012
Board of Regents, November 2012
E-Team, June 2014
Board of Regents, June 2014
E-Team, February 2018
Legal Counsel, April 2018
Board of Regents, April 2018
E-Team, October 2022
Board of Regents, October 2022