

**THE MEDICAL COLLEGE OF GEORGIA
ADMINISTRATIVE POLICIES AND PROCEDURES**

Office of Primary Responsibility:
COMPTROLLER'S DIVISION

Subject:
TRAVEL - FOREIGN

1.0 Travel - Foreign

To present the regulations, policies, and procedures relative to foreign travel. Foreign travel is defined as travel to areas outside the United States, which require a Visa or Passport for entry.

2.0 Travel - General

2.1 The regulations, policies, and procedures relative to domestic travel (Section 1.2.03) are applicable to foreign travel unless a specific exception is granted in the regulations presented below.

3.0 Travel Authorization

3.1 Foreign travel requires written consent of the **Departmental Chairman, Dean and appropriate Sr. Vice President**. Travel should be justified in writing reflecting its impact on the status and prestige of the Medical College of Georgia and other significant points. **This justification, and written consent, must be attached to the Travel Request.**

3.2 The Travel Request must be approved by the Sr. Vice President - Fiscal Affairs and Planning of the Medical College of Georgia.

Note: If sponsored projects funds are utilized to fund any portion of the travel expenses, the Travel Request must also be approved by Sponsored Projects Accounting.

3.3 Attendees should be an officer of the organization or an organizing committee member or a program participant or seeking educational experiences not obtainable domestically. Exceptions may be considered in the case of residents, graduate students and postdoctoral fellows.

4.0 Transportation

4.1 Reimbursement for transportation should be the same as regulations/policies and procedures for domestic travel with the exception of train travel. First class train travel will be allowed.

4.2 Seven (7) day advance coach fare or DOAS state airfare contract should be utilized. Several days additional time before and/or after the meeting may be justified if significant financial savings can be demonstrated. Documentation of these savings must be attached to the Travel Request.

5.0 Miscellaneous

5.1 Reimbursement cannot be made for passports, immunizations, and similar costs associated with foreign travel.