



GUIDELINES FOR INTERNATIONAL BUSINESS TRAVEL

(For Employees)

- Employees must sign Release of Liability form and submit it to his/her supervisor prior to leaving the country. A copy should be included in the Travel Request packet.
- Employees are required to follow the worker's compensation process if injured outside of the country. Claims dictate what is compensable.
- Employees are required to check the [U.S. Department of Homeland Security](#) for any travel alerts and warnings and to attach a printed copy of the alerts to the Travel Request Form. Instructions on how to check are found [here](#).
- Employees are responsible for obtaining their own work permits, visas, and passport.
- Employees will be covered by the TASB General Liability and Professional Legal Liability insurance coverage.

(For Supervisors)

- Supervisors are responsible for collecting the Release of Liability form prior to employees leaving the country. The supervisor is responsible for submitting the waiver to Human Resources and ensuring the travel alerts are attached to the Travel Request packet.
- Supervisors are responsible for reporting any work-related injuries to Human Resources as soon as possible.
- Employees may be paid from payroll if the work is part of an MOU; employees may not be paid to perform work to benefit a foreign country out of public funds.
 - All MOU's need to be reviewed by legal counsel through the respective Vice President.

Questions regarding these guidelines should be referred to the Department of Human Resources at (956) 295-3770.