



HANDBOOK OF OPERATING PROCEDURES

Appendix to HOP 3.3.1 Leave Policy

Appendix A – Employee Pre-Travel Notification and Post-Travel Briefing for Personal Travel to Foreign Adversary Country

In compliance with the Governor’s Executive Order [GA-48](#) and HOP 3.3.1, UT System Administration employees who travel for personal reasons to “foreign adversary” countries as defined by the U.S. Department of Commerce in [15 CFR § 791.4](#), must provide “part 1” information prior to departure and “part 2” upon their return. At time of publication, this list includes China, to include Hong Kong and Macau; Cuba; Iran; North Korea, Russia; and the Maduro Regime of Venezuela.

PART 1: INFORMATION TO PROVIDE PRIOR TO TRAVEL:

Name:		Department:	
Title:		Travel Dates:	
Destination City(ies), Country(ies):			
Purpose of Travel:	Choose an item.		

PART 2: INFORMATION TO PROVIDE POST-TRAVEL:

If any trip details regarding destination(s), travel dates, or purpose of travel changed, please update here:	
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Were you approached by any representative(s) of a foreign adversary country?

- ☐ Yes
☐ No

Were you offered gifts, travel, or anything of value by any representative of a foreign adversary country?

- ☐ Yes
☐ No

If you checked “Yes” to either question above, please provide a description of what occurred:

By signing, I certify that this information is accurate to the best of my knowledge.

Traveler’s Signature:	
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Please submit completed forms to your manager and System Administration Compliance (systemwidecomp@utsystem.edu). Thank you for your cooperation in ensuring UT System Administration remains in compliance with Executive Order GA-48.