

Higashi, Adrienne

From: all-employee@slac.stanford.edu on behalf of Finance <ocfo@slac.stanford.edu>
Sent: Friday, April 13, 2018 2:10 PM
To: all-employee
Subject: Reminder of Our Foreign Travel Policy

SLAC Memorandum

DATE: April 13, 2018
TO: All Employees
FROM: Suzanne Hansen, BTS Director & CFO
SUBJECT: Reminder of Our Foreign Travel Policy

There have been some questions raised recently about SLAC's foreign travel policy, particularly around what constitutes official SLAC business when traveling overseas.

As breaches of our policy can lead to serious consequences, including revocation of travel privileges, I would like to take this opportunity to remind you of your obligations as SLAC employees – including faculty, joint faculty and contractors – when planning any foreign travel.

Traveling overseas for official SLAC business requires pre-authorization regardless of the source of funding for the trip. Creating your pre-trip travel request in Concur ensures that all of the necessary authorizations and approvals are obtained.

Official SLAC business falls into any of the following categories:

- You will be charging any amount of your time and effort while on foreign travel to any SLAC funding code;
- Any portion of the foreign travel expenses are paid by any SLAC funding code;
- You will be representing SLAC or performing SLAC duties, regardless of the source of funding for the trip (including total trip funding by someone other than SLAC, being on vacation, or using personal time); or
- You will be presenting any work using the SLAC or DOE logo.

Please familiarize yourself with SLAC's foreign travel policy

<https://travel.slac.stanford.edu/sites/travel.slac.stanford.edu/files/Travel%20Policy%20and%20Procedure_060817.pdf> , and direct any questions you may have to your manager or the Travel @ SLAC <<mailto:travel@slac.stanford.edu>> office. I encourage you to ask questions, particularly if you are unsure whether you could be representing SLAC or performing SLAC duties on foreign travel.

