

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL		
WCJC Title: Personal Travel		Section D: Personnel	Page(s): 1
BASED ON BOARD OF TRUSTEES POLICY			
Policy Title: Employment Practices		Policy: DC	
Subtitle: Personal Travel		Date Adopted: 08/01/2020	

Purpose

Provides procedures for employees to notify the College of personal travel to a country designated as a foreign adversary.

Procedure

In accordance with Executive Order GA-48, all employees must notify the college in advance of any personal travel to a country designated as a foreign adversary, including the People's Republic of China, the Democratic People's Republic of North Korea, the Islamic Republic of Iran, the Republic of Cuba, the Russian Federation, and Venezuela.

Prior to such travel, employees must submit a **Personal Travel Notification Form** to the Office of Human Resources, providing the dates, destination, and purpose of the travel. Upon return, employees must submit a **Post-Travel Disclosure**, summarizing the details of the trip, including locations visited and any professional contacts or interactions that occurred.

Failure to comply with this requirement may result in disciplinary action in accordance with college policy and state law.

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