

Visitor Protocol Key Points

April 2009

Visitor Protocol



- Dean and CEO is the final authority for all TAMUQ visit requests
- Official Visitor Defined:
 - Travel funded by QF
 - OR
 - Designated as an official visitor by Dean & CEO (regardless of funding)

Visitor Protocol

- Official Visitors Must:
 - Be invited by an authorized member of TAMUQ faculty/staff
- OR**
- Be invited by TAMU Executive Staff
- AND**
- Have travel plans (T&L Form, etc.) reviewed by TAMUQ Office of the Dean prior to arrangements for visa, air ticket, hotel room, etc.

Visitor Protocol



- TAMU Faculty/Staff Visitors:
 - Approved T&L form submitted to QSO
 - After review by the TAMUQ Office of the Dean, action taken to secure visiting visa, airline tickets, and hotel accommodations
 - Visitor briefed by QSO regarding International SOS and actions to take in case of emergency (emergency action handout).
 - Visitor information updated in HRIS

Visitor Protocol



TAMU Faculty/Staff Visitors

Approved TAMU Dept. T&L Form submitted to QSO



TAMUQ Dean Review



Visa, airline tickets, and hotel



Visitor information updated in HRIS



Trip Completed

Visitor Protocol



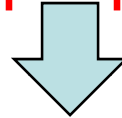
- Non-TAMU Faculty/Staff Visitors:
 - T&L form created by TAMUQ host department
 - After review of T&L by the TAMUQ Office of the Dean, action taken to secure visiting visa, airline tickets, and hotel accommodations
 - Visitor briefed by host department regarding International SOS and actions to take in case of emergency (emergency action handout).
 - Visitor information updated in HRIS

Visitor Protocol

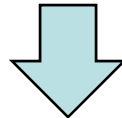


Non-TAMU Faculty/Staff Visitors

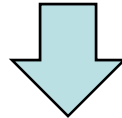
TAMUQ T&L Form prepared by TAMUQ Host



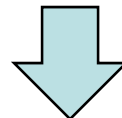
TAMUQ Dean Review



Visa, airline tickets, and hotel



Visitor information updated in HRIS



Trip Completed

Visitor Protocol



- Student Visitors:
 - TAMU student visits coordinated through QSO
 - TAMUQ coordination by Academic Services and/or Student Affairs
 - Immigration
 - Transportation
 - Accommodations

Visitor Protocol

- TAMUQ International SOS Insurance:
 - Visitors arriving outside of visitor protocol are not covered under the International SOS policy and...
 - Run the risk of being on their own if an emergency situation should arise.

Visitor Protocol



- **Visitor Host Responsibilities:**
 - Ensure all approvals obtained prior to visitor arrival
 - Ensure visitor is appropriately met at airport (by person rather than a “driver”, if at all possible)
 - Ensure visitor can be contacted while in Doha and has emergency action information
 - If hosting a group, coordinate with TAMUQ EH&S prior to arrival
 - Have ultimate responsibility for visitor for the duration of the visit.

Visitor Protocol

- HRIS Module Additions:
 - Visitor Module
 - Relocator Module
 - Home Leave Allowance Module
 - Enhancement to Emergency Contact Listing