



University Community (all faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
International Travel Policy for Employees and Students	July 6, 2018	320.099

POLICY STATEMENT (R*)

Florida International University (FIU) is committed to supporting its employees (all faculty and staff) and students who travel abroad (traveler) on behalf of FIU for educational, research, service, cultural exchanges and/or business-related purposes in alignment with the university’s mission. This policy creates the framework for international travel to follow best practices and minimize risk exposure to the traveler as well as the institution. This policy applies regardless whether the travel is university-sponsored or university-related.

Legal Requirements

Employees and students traveling abroad are responsible for adhering to U.S. and local laws, as applicable, and in particular sanctions imposed by the U.S. Department of the Treasury. No FIU administrator may approve the use of department or project funds for travel or travel-related costs to countries identified by the U.S. Department of State as “state sponsors of terrorism.” The countries that have been identified can be viewed at the website address <https://www.state.gov/j/ct/list/c14151.htm>.”

Institutional Requirements

Travelers are responsible for adhering to institutional travel policies, including but not limited to this policy, the University Travel Expense Policy (1110.060), and the Travel on a Sponsored Research Project Policy (2350.105).

Pre-Departure Employees

Prior to booking an international travel itinerary the traveler must obtain permission from his/her supervisor by completing a Travel Authorization Request (TAR), which also ensures that travel funds are encumbered, where applicable. Upon approval by the supervisor, all international travelers will be notified via e-mail that he/she must meet institutional requirements prior to departure. Among these requirements are recommendations for the responsible use and proper stewardship of handling technology devices such as computers, tablets and smartphones as well as electronic credentials and sensitive data when traveling abroad as provided by FIU’s International Travel Data Security Guideline.

Employees Traveling Internationally with Students

All faculty and staff traveling with students internationally must follow the Pre-Departure Guide and Emergency Action Plan issued by the Office of Study Abroad.

Travel to International Destinations With Heightened Risk

Travel to destinations classified by the U.S. Department of State as Level 4 “Do not travel”, Level 3 “Reconsider Travel”, and select destinations within Level 2 “Exercise Increased Caution” that are designated as “Do not travel” will be reviewed by the university’ International Travel Committee (ITC) and specific safety precautions and recommendations will be shared with the traveler. The Provost reserves the right to restrict international travel if there is heightened risk associated or the traveler, or group, does not fulfill the established requirements for the respective travel itinerary.

While Abroad

Should conditions change or an accident or emergency occur while abroad, students as well as employees must follow FIU’s International Travel Emergency Action Plan as posted online by the Office of Study Abroad and the Office of Faculty & Global Affairs. FIU will respond immediately and take action to assist the traveler(s) with the conditions abroad or returning home to the United States.

Eligibility for International Travel Insurance Coverage

It is the individual traveler’s responsibility to comply with and complete the above requirements, which makes him/her eligible for the university’s international travel insurance coverage benefit. Travelers not complying with the above may be fully responsible for any

liability and may lose the benefit of the university's international travel insurance coverage.

REASON FOR POLICY (O*)

To ensure that a) international travel by employees and students is properly authorized, b) travelers receive pre-departure information on best practices, restrictions and requirements as they relate to their foreign destination of travel, particularly those under heightened risk as classified in a Travel Advisory by the U.S. Department of State, and c) health, safety and security exposure as they relate to the traveler and/or the institution are minimized.

RELATED INFORMATION (O*)

[1710.040 Business Related Travel](#)
[2350.105 Travel on a Sponsored Project](#)
[1110.060 University Travel Expense Policy](#)
[1530.035 FIU Foundation Inc. Travel Reimbursement Procedure](#)
[2370.010 Export Controls](#)
[1011.90 Florida Statutes – State University Funding](#)
[US Office of Foreign Assets Control \(OFAC\) - Treasury Department](#)
[US OFAC Resource Center](#)

DEFINITIONS (R*)

International Destinations with Heightened Risk:

Destinations posing significant risk to FIU travelers classified by the U.S. Department of State as

- Level 4 “Do not travel”
- Level 3 “Reconsider Travel”
- Level 2 “Exercise Increased Caution”, specific locations or regions designated as “Do not travel” only

University-sponsored trips:

Any trip by students, faculty and staff traveling on behalf of the university that are funded to any degree by the university.

University-related trips:

Any trips by students, faculty and staff traveling on behalf of the university that are funded by a third party or self.

International Travel Committee (ITC):

The ITC has been designated by the Provost and Executive Vice President to monitor travel conditions and to develop policies and procedures that address the safety and security of employees and students to the extent possible. The ITC membership consists of representatives from the following units: Office of Study Abroad (chair), Faculty Representative, Office of Faculty & Global Affairs, Department of Emergency Management, Office of the General Counsel, Risk Management, University Compliance & Integrity, Office of Research & Economic Development, and University Police Department.

PROCEDURES (O*)

International Travel Procedure for Employees and Students

HISTORY (R*)

Effective Date: July 5, 2018

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Academic Affairs
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Office of the Provost
Modesto A. Maidique Campus
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Miami, Florida 33199
Telephone: (305)348-2151

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

FORMS/ONLINE PROCESSES (O*)

Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

***R = Required *O = Optional**