



**International Travel Policy for Employees and Students #320.099**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
July 6, 2018	January 27, 2023	Division of Academic Affairs Office of the Provost

**POLICY STATEMENT**

Florida International University (FIU) is committed to supporting its employees (full- and part-time employees, including student employees, courtesy appointments and volunteers working in an official FIU capacity on a project benefitting FIU) and students (not employed by the institution) who travel abroad 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 University. This policy applies to all university-sponsored and university-related travel, regardless of whether the employee or student traveler is seeking funding or reimbursement for travel from the University.

**Legal Requirements**

Employees and students traveling abroad are responsible for adhering to U.S. laws, including Export Control Regulations, State of Florida laws, and country sanctions imposed by the U.S. Department of the Treasury and/or State. 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." These countries are identified at <https://www.state.gov/j/ct/list/c14151.htm>. Trips to Foreign Countries of Concern (FCC) require additional screening and approval steps.

**Institutional Requirements**

Employees and students traveling abroad are responsible for adhering to relevant policies, institutional requirements, and best practices including, but not limited to, this policy, the University Travel Expense Policy (1110.060), the Travel on a Sponsored Research Project Policy (2350.105). Prior to departing abroad, employees must complete the Travel Authorization Request (TAR) process and obtain the finalized authorization and students must complete the Pre-Departure Registration by the Office of Education Abroad.

**Pre-Departure Requirements for Employees**

**Prior** to booking an international travel itinerary the employee must obtain permission from his/her supervisor by submitting a Travel Authorization Request (TAR) and receiving the final authorization, which also ensures that applicable travel funds, if any,

are encumbered. While a proxy may assist with completing the TAR on behalf of a traveler, employees must personally read and acknowledge FIU's Foreign Travel Guidance, which provides essential information about complying with FIU's and Florida State requirements, and complete a questionnaire pertaining to foreign influence and general health and safety risks. Depending on the traveler's answers, the Office of Export Control will review the traveler's responses and provide additional guidance. FIU also requires employees to self-register with the U.S. Department of State's Smart Traveler Enrollment Program (STEP) (<http://step.state.gov>) prior to departure for the traveler's own benefit and protection.

In addition, only for countries with a level 4 advisory by the U.S. Department of State (see <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>), or a level 4 travel health notice by the Center for Disease Control and Prevention (CDC) (see <https://wwwnc.cdc.gov/travel/notices>), the employee is required to submit a travel petition to explain why he or she must travel to such a country. The petition will be reviewed by the International Travel Committee (ITC) which will submit a recommendation to the Provost or his/her designee. The Provost or his/her designee will determine whether the trip shall be permitted.

#### **Post-Trip Requirements for Employees**

Upon return, an Expense and Post-Trip Report, also known as the Expense Report (ER), *must be completed for all international travel* to a) disburse any travel expenses and b) certify if any payments or honorariums were received. Employees returning from FCC countries must report additional information such as cities and institutions visited. The employee's proxy may enter all trip related information in the ER but the traveler must sign the completed ER document to certify its accuracy.

#### **Pre-Departure Requirements for Students**

Students who are not employed by FIU must complete the mandatory pre-departure registration through the Office of Education Abroad (OEA) prior to traveling abroad. This requirement applies to any international trip regardless of the advisory level by the U.S. Department of State or the CDC and includes the review for heightened risks at the destination abroad. No separate travel petition is required. Should the OEA staff determine that the student will be exposed to significant risks at the destination abroad, the ITC will be consulted, and a recommendation made to the Provost or his/her designee. The Provost or his/her designee will determine whether the trip shall be permitted.

For students whose international trip is sponsored by FIU, the student's home department must process a Student TAR to encumber the associated funds and obtain supervisor and budget authority approval prior to departure. Once the student has completed all pre-departure registration requirements, the OEA is responsible for registering the student traveler in the U.S. Department of States' STEP program.



#### **Post-Trip Requirements for Students**

International student trips sponsored by FIU require the completion of a post-trip ER by the student's home department upon return. For students who are self-sponsored, there is no action to be taken except for actions related to their academics/research activities.

#### **Travel to International Destinations With Heightened Risk**

The Provost or his/her designee reserves the right to restrict international travel if there is heightened risk associated or the employee or student 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 should immediately contact FIU's international travel insurance provider to request assistance and also notify the chair of the ITC at [global@fiu.edu](mailto:global@fiu.edu). FIU will respond promptly and take action to assist the traveler with the conditions abroad or returning home to the United States.

#### **Eligibility for International Travel Insurance Coverage**

Both employees and students on FIU-sponsored or FIU-related trips abroad are covered by FIU's international travel insurance at no cost to the traveler or the department. It is the individual employee's and student'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 lose the benefit of the university's international travel insurance coverage.

### **SCOPE**

This Policy applies to all employees and students traveling internationally on FIU-sponsored or FIU-related trips.

### **REASON FOR POLICY**

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.



DEFINITIONS	
TERM	DEFINITIONS
Employees	Full- and part-time employees, including student employees, courtesy appointments and volunteers working in an official FIU capacity on a project benefitting FIU (volunteer record must be active with HR).
Students	Students enrolled in a University program but not employed by FIU.
International Destinations with Heightened Risk:	Destinations posing significant risk to FIU travelers classified by the U.S. Department of State as <ul style="list-style-type: none"><li>• Level 4 “Do not travel”</li><li>• Level 3 “Reconsider Travel”</li><li>• Level 2 “Exercise Increased Caution”, specific locations or regions designated as “Do not travel” only.</li></ul>
University-sponsored trips:	Any trip by an employee or student traveling on behalf of the University that is funded to any degree by the University.
University-related trips:	Any trip by an employee or student traveling on behalf of the University that is 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; develop policies and procedures that address the safety and security of employees and students to the extent possible; and help implement federal and state compliance requirements that pertain to international travel. The ITC membership consists of representatives from the following units: FIU Global (chair), Office of Education Abroad, Faculty Representative, Department of Emergency Management, Office of the General Counsel, Risk Management, University Compliance & Integrity, and Office of Research & Economic Development. The ITC consults with representatives from other administrative and academic units on an as-needed basis.

#### ROLES AND RESPONSIBILITIES

See the Roles and Responsibilities detailed in the attached procedure.

#### RELATED RESOURCES

[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](#)  
[2370.010 – Export Control Policy](#)

Guidance for International Travel -  
<https://exportcontrol.fiu.edu/activities/travel-internationally/>

[Centers for Disease Controls and Prevention Travelers Health 2. U.S.](#)

[Department of State / Bureau of Consular Affairs](#)

[OFAC FAQs: General Questions](#)

[Office of the Controller Travel and Other Expenses Manual](#)

## CONTACTS

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## HISTORY

**Initial Effective Date:** July 6, 2018

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): January 27, 2023



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**PROCEDURE STATEMENT**

**International Travel Procedure for Employees and Students**

This Procedure provides operational information to the International Travel Policy for Employees and Students and is administered by the International Travel Committee (ITC).

**Employees**

For the purpose of this Procedure, employees are defined as full- and part-time employees, including student-employees, courtesy appointments and volunteers working in an official FIU capacity on a project benefitting FIU (volunteer record must be active with HR).

**Pre-Departure**

Travel Authorization Request (TAR)

All University business travel, nationally as well as internationally, must be pre-approved via the Travel Authorization Request (TAR) process in Panthersoft Financials to document destination, travel dates, purpose, and funding source(s) and encumber the funds covering all travel expenses. For international trips, the TAR process also serves to ensure that the traveler is made aware of the institution's Foreign Travel Guidance and to collect information from the traveler pertaining to foreign influence via a questionnaire. Depending on the responses to the Foreign Travel Guidance and Screening Questionnaire (FTGSQ), the Office of Export Controls will conduct a review of the traveler's proposed travel to ensure full compliance with any legal and institutional requirements as per this policy. This additional process for international trips is designed to reduce risk exposure for the individual traveler and the University.

Procedural responsibilities are assigned as follows:

Proxy:

- The employee's proxy may enter and submit in Panthersoft Financials the basic travel information pertaining to destination, travel dates, purpose and funding source(s). Upon submission of this information, the TAR is routed to the employee.

Traveler:

- The employee is responsible for the accuracy of the travel information entered.
- For university-related trips funded entirely by third parties or the

traveler him/herself, the expense entry should be for \$1 (a \$0 entry is not valid).

- Faculty traveling for business purposes outside of their contract period (e.g., 9-months faculty traveling to an academic conference during the summer) are still required to submit a TAR in order to affirm that the purpose of the trip is official university business.
- Should the traveler be a volunteer, where the volunteer does not have been issued an employee ID number (Panther ID), the sponsoring employee assumes the responsibility to submit a TAR. The sponsoring employee must ensure that an active record of the volunteer is on file with HR. In addition, the sponsoring employee must submit a TAR with his/her respective employee ID number (Panther ID) and state in the TAR benefit field the volunteer's name and how the trip is to the benefit of FIU.
- As part of the TAR workflow, the employee must log into Panthersoft to access the Foreign Travel Guidance and Screening Questionnaire (FTGSQ), which consists of two sections: I. Foreign Influence and II. Health and Safety Risks.
- The FTGSQ is the same for travel on sponsored research projects as well as travel on non-sponsored projects.
- Section I of the FTGSQ asks the employee for information pertaining to licensing requirements, sanctions, safety and security threats and other risk factors. In addition to answering the questions, the employee is asked to enter additional comments in the FTGSQ's notes field explaining any proactive foreign influence risk mitigation measures taken. Should the employee's responses to the first 6 questions be "Yes" or "Not Sure," the answers require the review and guidance by the Office of Export Control and are routed automatically to a designated office email monitored by administrators. Should the Office of Export Control determine and communicate the need for additional information or compliance action, the employee must promptly respond and demonstrate that all foreign influence concerns are addressed and requirements met.
- The remaining questions in Section I of the FTGSQ only allow answers in the affirmative to collect the employee's active acknowledgment of foreign influence mitigation requirements.
- Section II of the FTGSQ also only allows answers in the affirmative to record the traveler's acknowledgment of safety and health risk mitigation requirements and the responsibility to act in accordance with the requirements stipulated in this policy and procedure.
- Where the employee's responses to FTGSQ Section I, questions 1-6 are

all negative, the university deems that there is no foreign influence review necessary, and the TAR is automatically advanced to the employee's supervisor for review and approval.

- Trips to destinations under Level 4 Advisory by the U.S. Department of State or Level 4 Travel Notice by the Centers for Disease Control and Prevention (CDC) are deemed high risk. In such an instance, the employee must submit an online travel petition (see <https://forms.fiu.edu/view.php?id=656199>) to explain further why this trip is critical and how the employee plans to minimize risks and protect him or herself from harm to the extent possible.
- For every international trip, the employee is advised that it is his or her responsibility to register with the U.S. Department of State's Smart Traveler Enrollment Program (STEP) at <https://step.state.gov/>. Enrollment in the STEP program notifies the nearest U.S. Embassy of the traveler's presence and provides information for embassy officials to locate and contact the traveler in emergencies.

Office of Export Control:

- Expeditiously review international TARs routed to the designated office email account where the answers to the FTGSQ Section 1, questions 1-6, are either "Yes" or "Not Sure." Should the employee's comments entered in the FTGSQ form satisfy any foreign influence or export control concerns.
- Where applicable, promptly communicate additional requirements and provide guidance to the employee to ensure full compliance with institutional, state and federal laws prior to departure.
- Once all requirements are met, the Office of Export Control will promptly advance the TAR for approval by the employee's supervisor.
- Should the Office of Export Control find that the employee's response or action is insufficient, the TAR will not advance and the employee's supervisor and additional academic administrators may be consulted. Until the TAR is not completed by all approvers, the employee is not allowed to depart.
- As per this policy, if non-compliance is a concern by the Office of Export Control, the TAR review may be escalated to the Provost who reserves the right to restrict travel for employees and students.

Expense Manager:

- Confirms availability of institutional funds, if any are required by FIU. If the expense is \$1 for a trip that is entirely funded by outside sources, the \$1 should be entered as an expense amount.

Office of Research & Economic Development (ORED) Post-Award Manager:

- Verifies compliance with funding agency and project requirements.

For travel to destinations with heightened risk (see policy), the Post-Award Manager also assesses the associated risks and may consult with the University Compliance and Integrity, or the International Travel Committee, to ensure that best practices are followed, and University resources are used to the protection and benefit of the traveler. Should the risks to the employee and the University be deemed unacceptable, a consultation with the traveler, and possibly the funding agency, should take place to weigh all options and collectively determine if and when the trip should take place and under which conditions. Ultimately, safety and security to the employee, the project, and the institution are paramount.

Supervisor:

- Confirms that the trip's purpose is for official business/within the traveler's job assignment and serves the mission of the University.

ITC:

- Regularly monitors approved TARs as an additional layer of health and safety risk screening and to ensure that trips to high-risk destinations under Level 4 Advisory by the U.S. Department of State or Level 4 Notice by the CDC have been vetted through the ITC review process and permitted by the Provost or his/her designee.

### **Legal Restrictions**

As established by Florida Statute 1011.90 on State University Funding, no University funds shall be used for travel to countries designated as State Sponsors of Terrorism (SST) by the US Department of State (see designation). As such, the University's TAR process automatically routes TARs with SST destinations for review by the Office of Export Control. The Office of Export Control will advise the traveler on risks and limitations pertaining to a trip to an SST-designated country and require appropriate action to be taken. Any proposed trip to a SST-designated country is subject to cancellation by the Provost.

### **Auto-Notifications Upon TAR Approval**

Upon approval of a TAR to an international destination, two standardized notifications are automatically emailed via Panthersoft:

To the employee:

The employee receives a notification to her/his FIU e-mail address with the sole intent to provide additional critical travel information and reminders of his/her responsibility to comply with requirements and follow recommendations. In instances where the traveler is a volunteer, the sponsoring employee will receive this notification and assumes the responsibility to forward it to the volunteer traveler. The notification contains information on and links to legal requirements;

institutional requirements, guidelines, and resources; and best international travel practices. It also includes information on and links to specific information on the institution's Global Business Travel Insurance policy and its Group ID, under which all internationally traveling employees as defined above are covered. The employee is responsible to educate her/himself on the particular requirements and recommendations associated with the international travel destination to minimize risk exposure to her/himself as well as the University.

To the International Travel Committee (ITC) Monitor:

The ITC Monitor, either the ITC chair or a designated committee member, during regular business hours regularly monitors the latest TAR approval notification automatically sent to [IntlTravel@fiu.edu](mailto:IntlTravel@fiu.edu). Standard information contained in the TAR approval notification includes:

- name and title of traveler
- TAR number
- travel dates
- destination
- purpose of trip
- department #

#### **International Travel Monitoring, Assistance and Recommendations**

The ITC Monitor (or her/his designated backup) reviews TAR approval notifications daily during regular business hours. This review serves as an additional layer to determine if compliance requirements are met (e.g., if the destination is under a Level 4 Advisory by the U.S. Department of State, was a petition submitted for additional risk review by the ITC).

For trips to high-risk destinations, the ITC Monitor takes the following action: consult the members of the ITC to provide the traveler with safety and security recommendations and assistance with risk mitigation measures. Such recommended measures may include the submission of an Emergency Contingency Plan (template provided by the ITC), the hiring of a security escort at the destination, the use of a loaner laptop, or the re-routing of the travel path.

As every travel instance varies greatly due to multiple factors such as destination, purpose and activity, funding source, hosting organization, experience of traveler, nationality of traveler and others, the ITC monitor will regularly consult the ITC in the decision- making process to apply best practices and an abundance of caution.

Where necessary, the ITC makes additional risk mitigation measures and recommendations on high-risk trips to the Provost or his/her designee. Once agreed upon, the Provost's or his/her designee's requirements pertaining to a high-risk trip will be communicated to the respective traveler(s). Should the traveler be in disagreement, he/she may submit an appeal

to the Provost or his/her designee.

#### International Travel Insurance Coverage

Effective May 1, 2018, FIU has acquired a Global Business Travel Insurance Policy for the protection and benefits of the individual traveler as well as the University. For an overview of policy coverage benefits, and to obtain the FIU Group/Policy #, please visit <https://globalaffairs.fiu.edu/international-travel-resources/>.

All current employees, as defined above, traveling outside of their home country are eligible for the global travel insurance coverage. The TAR serves as documentation that the trip is for official university business.

#### Insurance Benefits to Our Travelers

Employees do NOT need to enroll in the Global Business Travel Insurance coverage. The coverage period is up to 365 continuous days per trip. There is no cost to the individual traveler or the home department since this is a University program.

Employees should familiarize themselves with the policy's benefits prior to departure and carry a copy of the travel insurance membership card (in print and/or digitally) with them at all times. The insurance provider's web portal can be accessed with the FIU Policy # and requires the traveler to create an account at: Global Intelligence Center at <https://worldwatch.uhcglobel.com/>. It contains the following information:

- Comprehensive policy and benefits summary
- Global Medical Intelligence Reports
- Global Security Reports
- 24/7 contact information (toll-free and collect call number, email)
- How to submit a claim
- A pre-travel check list

#### While Abroad

Employees traveling on university business abroad should be alert at all times and take every precaution to reduce safety and security risks. Employees should closely monitor conditions at their destination and consider how they may directly or indirectly affect their safety. Employees traveling abroad should always carry with them any licenses or other required documentation for identification and legitimization purposes. If the traveler is unsure of what measures to take, she/he is encouraged to contact FIU Global at [Intltravel@fiu.edu](mailto:Intltravel@fiu.edu) for advice.

#### Emergencies Abroad

In case of a medical emergency, travelers should go immediately to the nearest physician

or hospital without delay and then contact the Global Business Travel Insurance provider. For help with medical, travel, and security problems, also contact the Global Business Travel Insurance provider as soon as possible to receive assistance. A customer care professional will ask your name, your organization's name, your Insurance ID number (shown on FIU's Global Travel Insurance members ID card) and a description of the situation. This is a critical resource for your safety. Once the situation is stabilized, please notify FIU Global at [IntlTravel@fiu.edu](mailto:IntlTravel@fiu.edu) so that the ITC may assist with institutional resources and, where necessary, also communicate with your family.

Employees traveling with students are advised that FIU students on official University trips, are covered by the same Global Business Travel Insurance coverage as FIU employees.

#### **Post-Trip Requirements**

Pursuant to Florida State legislation (HB 7017/ F.S. 1010.36), the University must collect certain information from all travelers returning from international University business trips. All travelers returning from an international destination must complete a post trip Expense Report, regardless of whether expenses were incurred. The report collects information required by the State of Florida including the following:

- a) any payments and honoraria made directly or on behalf of others by an international entity or person related to the trip;
- b) travelers returning from Foreign Countries of Concern (FCC) destinations must report all cities visited as well as any institutions/organizations and their addresses.

Procedural responsibilities are assigned as follows:

Proxy:

- obtains all post-trip travel information including itinerary changes, expense receipts from the employee;
- obtains information on payments or honoraria received (e.g., exact amounts or estimated value of awards, lecture fees, reimbursements, complimentary accommodations/meals/transportation);
- submits the above on behalf of the employee in the Panthersoft Expense Report (also called the Expense and Post-Trip Report);
- submits the Expense Report, once signed by the traveler, to Panthersoft.

Employee:

- reviews the completed Expense Report (also called the Expense and Post-Trip Report) for accuracy and completeness of all information submitted by the proxy and signs and initials, where required.

Office of Export Control:

- annually reports international travel information pursuant to HB 7017/ F.S. 1010.36 to the Board of Governors.

Office of the Controller:

- maintains the international travel information records for 5 years pursuant to HB 7017/F.S. 1010.36.

**Students**

The following are institutional requirements for FIU-sponsored and FIU-related international trips by students, including students traveling individually or in groups, on Office of Education administered programs as well as service trips, internships, research and field trips, and conference participation. This procedure also applies to non-enrolled students who travel on a program offered by the Office of Education Abroad. The Office of Education Abroad is responsible for ensuring that educational programs abroad provide the safest conditions possible and that students travel well informed and prepared to mitigate safety and security risks to the individual as well as the University.

**Pre-Departure**

**Emergency Action Plan and Annual Emergency Meeting**

The Office of Education Abroad's emergency plan addresses various situations that may come up abroad. The Office of Education Abroad regularly holds Emergency Procedures meetings with faculty and staff leading study abroad programs. In this meeting, the faculty and program directors and the Office of Education Abroad team discuss scenarios and cases and how to respond to them. The purpose of this training is to highlight potential safety and security issues that might arise and best practices for faculty to respond.

**Student Pre-Departure Registration**

Through the Office of Education Abroad's portal, students register their international trip with the University and upload the following required documents:

- copy of the passport
- medical form completed by a US licensed physician
- emergency contact information
- course registration
- special needs form

Should the Office of Education Abroad deem the proposed student travel as a high-risk trip, it will escalate the proposal to the ITC for review and risk mitigation measures. The ITC will provide risk mitigation recommendations to the student. Should the ITC determine that the health and safety risks at the proposed travel destination are too high, it will submit a recommendation to the Provost or his/her designee who will make the ultimate decision if the trip will be permitted or not.

As part of the registration process, students must complete the orientation briefing, which educates the student traveler about finances, health, safety and security concerns at the destination abroad and collects the student's acknowledgement that he or she understands the risks and responsibilities. Upon satisfactory completion of the

orientation, the student will be registered by the staff of the Office of Education Abroad in the U.S. Department of State's SMART traveler program at <https://step.state.gov/>.

#### International Travel Insurance Coverage

FIU provides international travel insurance to students at no cost. Detailed information on this benefit is provided during the orientation to the student travelers and may be viewed online here <https://studyabroad.fiu.edu/resources/health-safety/insurance-information/index.html>.

#### Travel Authorization Request

For international student trips that are FIU-sponsored and the expenses are paid by the University, the home department of the student must submit a TAR to encumber the funds and obtain approval by the student's supervisor prior to departure.

#### **While Abroad**

Students should always carry with them any licenses or other required documentation for identification and legitimization purposes. The Office of Education Abroad's emergency line and email for immediate assistance are:

Phone: 001-305-348-4288

Email: [studyabroadhelp@fiu.edu](mailto:studyabroadhelp@fiu.edu).

The Office of Education Abroad contacts FIU students and faculty directors if and when there is an incident to provide available support and resources.

#### **Post-Trip**

Student TARs must be processed (expenses paid and payments disbursed) and closed by the student's respective home department.

#### **International Travel Committee**

The International Travel Committee (ITC) is an institution-wide advisory body that is charged by the Provost to provide safety and security guidance and assistance for international travel by employees and students.

ITC membership consists of one or more representatives each from the following units:

- FIU Global (Chair)
- Department of Emergency Management
- Faculty Representative
- Office of Compliance & Integrity
- Office of General Counsel
- FIU Global Mobility
- Office of Research and Economic Development
- Office of Risk Management

The ITC assumes the responsibility for the following:

- coordinates with campus departments to make available University resources to international travelers such as global travel insurance coverage, health screenings, and mandatory pre-departure student registration;
- continuously monitors global safety and security conditions that potentially could affect FIU travelers and screen travel briefings and recommendations by the U.S. Department of State and other risk management sources;
- monitors approved TARs daily and promptly flags any trips to high-risk destinations (as defined in the policy), or that require compliance with federal or state laws (e.g., export controls, licensing, restricted use of state funds), or institutional requirements (e.g., traveling with students), and assists the traveler(s) with completion of all necessary documentation or other preparation;
- reviews travel petitions to countries that are under Level 4 Advisory by the U.S. Department of State or a Level 4 Notice by the CDC and recommends risk mitigation measures to the Provost or his/her designee;
- consults with the Provost or his/her designee and the traveler in the rare occasion where the risk to the University is no longer deemed acceptable, to determine if additional risk mitigation measures may be sufficient to safeguard the traveler and the University from harm, or other restrictions may be necessary (e.g., postponement or cancellation of the trip);
- responds to emergency situations abroad and coordinates the University response, and provides assistance to travelers and their families;
- develops and revises, as necessary, the University's International Travel Policy and Procedure for Employees and Students;
- informs the University community of international travel requirements and resources (e.g., memos, faculty and student handbooks, international travel notifications triggered by TARs) prepare an annual report on international travel safety and security to the Provost or his/her designee.

The ITC meets regularly to review established practices and monitor travel conditions and may convene short-notice due to an emergency abroad or an impending trip calling for the ITC's collective risk mitigation recommendations and possibly a consultation with the Provost or his/her designee.