



International Travel Policy #320.099

INITIAL EFFECTIVE DATE: July 6, 2018	LAST REVISION DATE: July 25, 2024	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Academic Affairs Office of the Provost
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POLICY STATEMENT

Florida International University (FIU) is committed to supporting its employees (full- and part-time employees, including student employees), courtesy appointments, persons of interest (POIs) and volunteers, collectively “travelers,” traveling in an official FIU capacity on a project benefitting FIU and students (not employed by the institution), collectively “student travelers,” 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 travelers as well as the University. This policy applies to all University-sponsored and University-related travel, regardless of whether the traveler or student traveler is seeking funding or reimbursement for travel from the University.

Legal Requirements

All travelers and student travelers going 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 or their designee 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

All travelers and student travelers going abroad are responsible for adhering to BOG Regulations, relevant policies, institutional requirements, and best practices 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). Prior to departing abroad, all travelers and student travelers, except students whose trip is not university-funded, must complete the Travel Authorization Request (TAR) process and obtain the finalized authorization. Student travelers must complete the pre-departure registration by the Office of Education Abroad (OEA). Travel cannot commence without an approved TAR or completion of the OEA pre-departure registration. See Non-Compliance with This Policy for more

information.

Pre-Departure and Post-Trip Requirements for Travelers (excluding Student Travelers)

Prior to booking an international travel itinerary, the traveler must obtain permission from his/her supervisor or sponsor by submitting a Travel Authorization Request (TAR) and receiving the final authorization, which also ensures that applicable travel funds, if any, are encumbered. A TAR is expected to be submitted at least twenty days prior to the travel date and fully approved before travel commences and any expenses are incurred by the University. While a proxy may assist with completing the TAR on behalf of a traveler, for foreign travel, the traveler must personally read and acknowledge FIU's Foreign Travel Guidance, which provides essential information about complying with FIU's and Florida State requirements. The traveler must also 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 responses and provide additional guidance. FIU also strongly recommends travelers to self-register with the U.S. Department of State's Smart Traveler Enrollment Program (STEP) (<https://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 Notice by the Center for Disease Control and Prevention (CDC) (see <https://wwwnc.cdc.gov/travel/notices>), the traveler and student traveler is required to submit a travel petition to explain why he/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.

Upon completion of a trip, an Expense and Post-Trip Compliance Report, also known as the Expense Report (ER), *must be completed for all international travel* and for disbursement of any travel expenses and submitted to Panthersoft Financials within fifteen (15) business days. The traveler must certify if any payments or honorariums were received and name their respective payors. Travelers returning from FCC countries must report additional information such as cities and institutions visited. The traveler's proxy may enter all trip related information in the ER but the traveler must sign the completed ER document to certify its accuracy. Failure to follow this process will result in escalation to the traveler's supervisor or sponsor and business unit head with appropriate action being taken including discipline.

Pre-Departure and Post-Trip Requirements for Student Travelers

Student travelers 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 traveler 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 student travelers 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 traveler has completed all pre-departure registration requirements, the OEA is responsible for registering the student in the U.S. Department of State's STEP program.

International student trips sponsored by FIU require the completion of a post-trip ER by the student traveler's home department upon return. For student travelers 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 traveler, student traveler, or group of travelers, does not fulfill the established requirements for the respective travel itinerary.

While Abroad

Should conditions change or an accident or emergency occur while abroad, travelers and student travelers should immediately contact FIU's global travel emergency assistance service and [international travel insurance provider](#) (visit <http://global.fiu.edu/for-faculty-staff/global-travel-resources-for> employees for details) to request assistance and also notify the chair of the ITC at global@fiu.edu. FIU will respond promptly and take action to assist with the conditions abroad or returning home to the United States.

Eligibility for International Emergency Assistance and Travel Insurance Coverage

All travelers and student travelers on FIU-sponsored or FIU-related trips abroad are eligible to utilize FIU's global travel emergency assistance service provider and are covered by FIU's international travel insurance at no cost to the traveler, student traveler or the department. It is the individual traveler's and student traveler's responsibility to comply with and complete the above requirements, which makes him/her eligible for the university's international travel emergency assistance and insurance coverage benefit. Travelers and student travelers not complying with the above may lose this benefit.

Non-Compliance with This Policy

The Provost or his/her designee reserves the right to restrict international travel until further notice for all travelers and student travelers who do not complete and meet all



legal and institutional pre-departure requirements outlined in this policy. Non-compliance with these requirements may result in travelers and student travelers having to pay any unauthorized expenses out of pocket and/or appropriate discipline. This includes that for grant-funded international trips, grant funds will not be disbursed without pre-departure TAR approval. For the employed traveler, FIU will follow the requirements of FIU Regulation 1111, Employee Debt Collection, for the collection of the unauthorized expenses. For non-employee travelers and student travelers, FIU will undertake all reasonable, lawful debt collection steps.

SCOPE

This Policy applies to all employees (full- and part-time employees, including student employees), courtesy appointments, persons of interest (POIs), volunteers and students traveling internationally on FIU-sponsored or FIU-related trips. This policy does not apply to any travelers not defined herein.

REASON FOR POLICY

To ensure that a) international travel by all travelers and student travelers is properly authorized; b) travelers and student 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, student traveler and/or the institution are minimized.

TERM	DEFINITIONS
Courtesy Appointments Employees	A courtesy appointment may be extended by an academic unit to persons who meet the unit's professional qualifications but whose primary assignment is outside the unit. Courtesy appointments, upon approval by the department chair and dean, do not include compensation, and are made in accordance with normal general faculty qualifications.
Employees	Full and part-time employees, including student employees.



Foreign Country of Concern (FCC)	Foreign Country of Concern is defined by Florida Statute as the People’s Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People’s Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity under significant control of such foreign country of concern.
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">• Level 4 Advisory “Do not travel”
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.
Persons of Interest (POIs)	A Person of Interest (POI) is an individual who is not an employee but requires a Panther ID to perform duties assigned by the department.
Proxy	An employee can assign another employee authority to access and report expense information on their behalf. The employee who has been assigned is the proxy.
Students	Students enrolled in a University program but not employed by FIU.
Sponsor/Sponsoring Employee	FIU employee who authorizes a non-employee or non-student such as a courtesy appointment, POI or volunteer, to travel abroad on behalf of FIU.



Student Traveler(s)	Students not employed by FIU 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.
Traveler(s)	All individuals traveling abroad on behalf of FIU including employees (full- and part-time employees, including student employees), courtesy appointments, persons of interest (POIs) and volunteers traveling in an official FIU capacity on a project benefitting FIU.
University-related trips	Any trip on behalf of the University that is funded by a third party or self.
University-sponsored trips	Any trip on behalf of the University that is funded to any degree by the University.
Volunteers	Uncompensated individuals who freely offer to perform services directly related to the business of the University. If the service is required for coursework at FIU, the person is considered a student and not a volunteer. Volunteers are classified as either a “regular-service volunteer” or an “occasional-service volunteer.” (The person serving as a volunteer must be approved through the HR process.

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](#)
 - [1010.36 Florida Statutes - Foreign Travel; Research Institutions](#)
 - [US Office of Foreign Assets Control \(OFAC\) - Treasury Department](#)
 - [US OFAC Resource Center](#)
 - [2370.010 Export Control Policy](#)
 - [1111 Employee Debt Collection Regulation](#)



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; July 25, 2024



International Travel Policy # 320.099a

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PROCEDURE STATEMENT

International Travel Procedure

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

Pre-Departure

Travel Authorization Request (TAR)

A Travel Authorization Request (TAR) is expected to be submitted by all travelers at least twenty days prior to the travel date and fully approved before travel commences and any expenses are incurred by the University. All University business travel, nationally as well as internationally, must be pre-approved via the 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 a number of risk related factors the Office of Export Controls may conduct an additional review of the traveler’s proposed itinerary to ensure full compliance with any legal and institutional requirements as per this policy. This additional process for international trips is required by law and designed to reduce risk exposure for the individual traveler and the University. The twenty-day submission deadline is established to allow sufficient time for the statutorily required screening of international trips and institutional approval process. While a TAR may be submitted less than twenty days prior to departure abroad, the traveler and student traveler still must receive full TAR approval prior to making any travel bookings and incurring pre-paid expenses (i.e. if the TAR is submitted five days prior to departure but the TAR is not approved by the departure date, the traveler and student traveler is not permitted to go on the trip).

Procedural responsibilities are assigned as follows:

Proxy:

The traveler's proxy may enter and submit in Panthersoft Financials the basic travel information pertaining to the international destination, travel dates, purpose and funding source(s). Upon submission of this information, the TAR is routed to the traveler. For non-employed travelers such as POIs, courtesy appointments and volunteers, the TAR should be submitted in the name of the supervising employee and contain the name of the traveler.

Traveler:

- The traveler 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 has not 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 traveler 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 traveler for information pertaining to licensing requirements, sanctions, safety and security threats and other risk factors. In addition to answering the questions, the traveler is asked to enter additional comments in the FTGSQ's notes field explaining any proactive foreign influence risk mitigation measures taken. Depending on a number of risk related factors, the TAR may require additional review and guidance by the Office of Export Control and will be 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 traveler 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 traveler'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.
- Trips to destinations at 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 traveler and student traveler 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 he/she plans to minimize risks and protect him or herself from harm to the extent possible.
- For every international trip, the traveler and student traveler 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 or student traveler's presence and provides information for embassy officials to locate and contact the traveler or student traveler in emergencies.

Office of Export Control:

- Expeditiously conduct a risk review of international TARs routed to the designated office email accounts to address any foreign influence or export control concerns.
- Where applicable, promptly communicate additional requirements and provide guidance to the traveler 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 traveler's supervisor or sponsor.
- Should the Office of Export Control find that the traveler's response or action is insufficient, the TAR will not advance and the traveler's supervisor or sponsor and additional academic administrators may be consulted. Until the TAR is fully approved the traveler is not permitted to depart and may not incur any University travel related expenses.
- 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 all travelers.

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 and student traveler. Should the risks to the traveler, student traveler and the University be deemed unacceptable, a consultation with the traveler or student traveler, his/her supervisor or sponsor, 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 traveler or student traveler, the project, and the institution are paramount.

Supervisor/Sponsor:

- Confirms that the trip's purpose is for official business/within the traveler's job assignment or 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 at 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 in collaboration with the Office of General Counsel. 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 traveler and student traveler:

The traveler 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 travel emergency assistance service provider and global business travel insurance policy and its group ID, under which all international travelers as defined above are covered. The

traveler and student traveler 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.

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. 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 at 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 or student 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, nationality of traveler or student 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 or student traveler be in disagreement, he/she may submit an appeal to the Provost or his/her designee.

Global Emergency Assistance and International Travel Insurance Coverage

FIU has acquired global travel emergency assistance services and international travel insurance for the protection and benefits of the individual traveler and student traveler as well as the University. For an overview of service and policy coverage benefits, and to obtain the FIU Group/Policy #, please visit <https://globalaffairs.fiu.edu/international-travel-resources/>.

All travelers and student travelers, as defined above, traveling outside of their home country are eligible for these benefits. The TAR or OEA pre-departure registration serves as documentation that the trip is for official University business. Travelers and student travelers do NOT need to enroll in this service and coverage. The coverage period is up to 365 continuous days per trip. There is no cost to the individual traveler, student traveler or the home department since this is a University program.

Travelers and student travelers should familiarize themselves with the service's and policy's benefits prior to departure and carry a copy of the travel insurance ID card (in print and/or digitally) with them at all times. The global travel emergency assistance service provider's web portal and app can be accessed with the FIU Policy # and require the traveler to create an account at:

<https://www.internationalsos.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
- Instructions on how to download the International SOS app

While Abroad

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

Emergencies Abroad

In case of a medical emergency, travelers and student travelers should go immediately to the nearest physician or hospital without delay and then contact the global emergency assistance service and international travel insurance provider. A customer care professional will ask for the name, organization's name, Insurance ID number (shown on FIU's Global Travel Insurance members ID card), the individual's

role at FIU (employee, student, courtesy appointment, POI or volunteer) and a description of the situation. This is a critical safety resource. Once the situation is stabilized, the traveler or student traveler should notify FIU Global at global@fiu.edu so that the ITC may assist with institutional resources and, where necessary, also communicate with family.

Anyone traveling with students is advised that all travelers and student travelers on official University trips benefit from and are covered by the same global emergency assistance provider and international travel insurance coverage.

Post-Trip Requirements

Pursuant to Florida State legislation (F.S. 1010.36), and BOG Regulation 9.012, the University must collect certain information from all travelers, with the exception of non-employed students, returning from international University business trips. All travelers or their proxy are legally required to submit the Expense/Post Travel Compliance Report (ER) in PantherSoft Financials within fifteen (15) days from the completion of a trip 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 to the traveler 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 traveler;
- 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 traveler in the Panthersoft ER;
- submits the ER, once signed by the traveler, to Panthersoft.

Traveler:

- reviews the completed ER 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 F.S. 1010.36 and BOG Regulation 9.012 to the Board of Governors.

Office of the Controller:

- maintains the international travel information records for at least 3 years pursuant

to F.S. 1010.36 and records related to travel using sponsored research funds pursuant to [Policy #2350.065](#), Records Retention Schedule for Sponsored Project Documents.

Students

The following are institutional requirements for FIU-sponsored and FIU-related international trips by student travelers, including students traveling individually or in groups, on Office of Education Abroad 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, student travelers 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 traveler. 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, student travelers 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 traveler 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/>.

Global Emergency Assistance and International Travel Insurance Coverage

FIU provides global emergency assistance services and international travel insurance to student travelers as it does to all other travelers 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

Student travelers 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.

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 on behalf of FIU.

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 emergency assistance and international 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 at 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 or student 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 or student 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 or student travelers and their families;
- develops and revises, as necessary, the University's International Travel Policy and Procedure;
- 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.