



University Community (all faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R*)	PROCEDURE NUMBER (R*)
International Travel Procedure for Employees and Students	July 6, 2018	320.099a

PROCEDURE STATEMENT (R*)

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 courtesy appointments and volunteers working in an official FIU capacity on a project benefitting FIU (volunteer record must be active with HR).

1) 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).

a) Traveler’s responsibility:

- The traveler is responsible for the accuracy of the travel information entered.
- For university-sponsored trips as well as 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 and to be eligible for FIU’s Global Business Travel Insurance coverage.
- Should the traveler be a volunteer, where the volunteer does not have been issued an employee ID number (Panther ID), the supervising employee assumes the responsibility to submit a TAR. The supervising employee must ensure that an active record of the volunteer is on file with HR. In addition, the supervising 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.
- Upon request, provide to the International Travel Committee (ITC) the International Travel Questionnaire and any additional information required for travel to high-risk destinations due to licensing requirements, sanctions, safety and security threats and other risk factors. The questionnaire, administered by University Compliance and Integrity, is the same for travel on sponsored research projects as well as travel on non-sponsored projects.

b) Approver’s responsibilities:

- 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 traveler and the institution 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 traveler, 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 institution.

c) 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 by the US Department of State (see designation). As such, the university’s Travel Authorization Request process has disabled the selection of such countries. While travelers and approvers

are expected be informed about this legal restriction and countries to which this designation applies, the designation is subject to change from time to time and an erroneous approval may occur. An erroneous approval of a trip to a country designated as State Sponsor of Terrorism 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:

- a) To the traveler:
The traveler receives to her/his FIU e-mail address a notification with the sole intent to provide critical travel information and to advise of his/her responsibility to comply with requirements and follow recommendations. In instances where the traveler is a volunteer, the supervising 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 a 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 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 institution.
- b) To the International Travel Committee (ITC) Monitor:
The ITC Monitor is a designated committee member who 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, and determines the trip's associated risk levels and if any compliance requirements must be met. If the trip is associated with a sponsored (research) project and (the TAR) was approved by a Pre-Award officer from the Office of Research & Economic Development (ORED), the ITC takes no further action, assuming that ORED has coordinated with the traveler the fulfillment of all pre-departure legal and institutional requirements.

For non-sponsored research trips to high-risk destinations (see policy) or for which compliance requirements must be met, the ITC Monitor takes the following action:

- a) 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;
- b) if the purpose of or activity associated with the trip requires specific compliance action in accordance with federal or state laws (e.g., export controls, licensing, restricted use of state funds), or institutional requirements (e.g., traveling with students), the ITC Monitor notifies specific members of the ITC (e.g., General Counsel or Office of Compliance) to assist the traveler with completion of all necessary documentation or other preparation.

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.

In the event that the ITC deems it has exhausted all additional risk mitigation measures and recommendations and that the risk level associated with an employee's trip is no longer acceptable, and the traveler may not accept the ITC's recommendations, it will consult the Provost and the traveler's home department leadership to determine the appropriate actions, including but not limited the possible postponement or cancellation of the trip.

2) 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 institution. For an overview of policy coverage benefits, and to obtain the FIU Group/Policy #, please visit <https://globalaffairs.fiu.edu/international-travel-resources/>.

All employees, as defined above, traveling outside of their home country are eligible for the global travel insurance coverage once the trip has been formally approved via a TAR. The TAR serves as documentation that the trip is for official university business.

Insurance Benefits to Our Employees

Employees do NOT need to enroll for Global Business Travel Insurance coverage; an approved TAR is sufficient for eligibility. The coverage period is up to 365 continuous days per trip and includes 7 days total personal deviation (sojourn) pre- or post-trip. There is no cost to the individual traveler or the home department since this is an institutional program.

Travelers 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 (Global Intelligence Center) contains the following information:

- 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

The Office of Risk Management (ORM), in consultation with the university's International Travel Committee (ITC) and upon evaluation and identification of significant risks to the institution, acquired the policy and maintains the Certificate of Coverage. ORM is responsible for reviewing all contracts to ensure appropriate insurance and protective clauses are included therein.

The Office of Faculty & Global Affairs (OFGA), in consultation with the ITC, administers the insurance plan. Responsibilities include the enrollment of employees, educating and advising the FIU community on the insurance plan's benefits online and through regular communications, and monitoring travel conditions and travelers' whereabouts via the insurance provider's Travel Security Manager.

3) While Abroad

Employees traveling on university business abroad should be alert at all times and take every precaution to reduce safety and security risks. Travelers should closely monitor conditions at their destination and consider how they may directly or indirectly affect their safety. Traveler(s) 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 the Office of Faculty & Global Affairs at 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 your members ID card) and a description of the situation. This is a critical resource for your safety. Once the situation is stabilized, please notify the Office of Faculty & Global Affairs at IntlTravel@fiu.edu so that the ITC may assist with institutional resources and, where necessary, also communicate with your family.

If an employee is traveling with a student group, she/he is always covered under the same travel insurance plan as the students, as well as the Global Business Travel Insurance coverage for employees (FIU has different travel insurance providers for students and for employees). In some categories, the coverage for employees exceeds the coverage for students. In such cases, the insurance providers have agreed to closely collaborate, so that the employees' provider steps in as a secondary provider where necessary. This coordination will take place behind the scenes among the insurance providers.

Students

The following are institutional requirements for FIU-sponsored and FIU-related international travel by enrolled students, including students traveling individually or in groups, and accompanied by FIU faculty or staff. FIU-related travel outside of study abroad includes service abroad, internships abroad, research abroad, and conference abroad. This procedure also applies to non-enrolled students who travel on a program offered by the Office of Study Abroad. The Office of Study 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 institution.

1) Pre-Departure

Emergency Action Plan and Annual Emergency Meeting

The Office of Study Abroad has an updated emergency plan addressing various situations that may come up abroad. In April of each year, the Office of Study Abroad holds its annual Emergency Procedures meeting with faculty and staff leading study abroad programs. In this meeting, the faculty and the study abroad team discuss scenarios and cases and how to respond to them. The purpose of this meeting is to highlight potential safety and security issues that might arise and best practices for faculty to respond.

Student Registration in Studio Abroad

Through our Studio Abroad portal, students 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

Pre-Departure Orientation

All students traveling abroad are required to complete the pre-departure orientation briefing provided by the Office of Study Abroad to review important information pertaining to finances, health, safety and security concerns, and enrollment and use of FIU's Global

Travel Insurance coverage for student travel. During the orientation session, students receive a pre-departure folder containing:

- consular notes on the destination abroad from the US Department of State
- health notes by the Centers for Disease Control for the particular country for the program.

2) International Travel Insurance Coverage

Comprehensive Medical Insurance for Students Traveling Abroad

All FIU students studying abroad are enrolled through the Office of Study Abroad in the institution's comprehensive medical insurance coverage. Students receive their insurance card before traveling abroad. In addition, students may download a copy of their insurance card from the Studio Abroad portal.

If students pay out-of-pocket for medical expenses abroad, they should file a claim with the insurance when they return to the United States. Filing the claim can be done at https://www.culturalinsurance.com/pdf/claim_form.pdf

3) While Abroad

The Office of Study Abroad has an emergency line and email set up specifically for students studying abroad who need immediate assistance. Traveler(s) should always carry with them any licenses or other required documentation for identification and legitimization purposes. The emergency phone number is 001-305-348-4288 and the emergency email is studyabroadhelp@fiu.edu. The Office of Study Abroad contacts FIU students and faculty directors if and when there is an incident to provide available support and resources.

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:

- Office of Study Abroad (Chair)
- Department of Emergency Management
- Faculty Representative
- Office of Compliance & Integrity
- Office of Faculty & Global Affairs
- Office of General Counsel
- Office of International Scholar & Student Services
- Office of Research and Economic Development
- Office of Risk Management
- University Police Department

The ITC assumes the responsibility for the following:

- coordinates with campus departments to make available institutional resources to international travelers such as global travel insurance coverage, health screenings, and mandatory pre-departure student orientations;
- continuously monitors global safety and security conditions that potentially could affect FIU travelers and screen travel briefings and recommendations by the US 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;
- consults with the Provost 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 institution from harm, or other restrictions may be necessary (e.g., postponement or cancellation of the trip);
- responds to emergency situations abroad and coordinates the institutional response, and provides assistance to employees 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.

The ITC meets once a month for regular business (e.g., to issue risk mitigation recommendations for a Study Abroad program proposal with travel to a high-risk destination). On occasion, the committee will convene short-notice due to an impending trip calling for the ITC's collective risk mitigation recommendations and possibly a consultation with the Provost, or to respond and provide assistance with an emergency situation abroad.

REASON FOR PROCEDURE (O*)

International travel affords unique educational, research and business opportunities to the members and affiliates of the FIU community. While supporting these opportunities, the University must manage the risks associated with them, balancing safety obligations to its participants while honoring restrictions placed upon the University by applicable laws, regulations, policies and business partners.

RELATED INFORMATION (O*)

- [1. Centers for Disease Controls and Prevention Travelers Health](#)
- [2. U.S. Department of State / Bureau of Consular Affairs](#)
- [3. OFAC FAQs: General Questions](#)
- [4. Office of the Controller Travel and Other Expenses Manual](#)

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, University Police Department.

RESPONSIBILITIES (O*)

HISTORY (R*)

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Academic Affairs
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

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For any questions or comments, the “Document Details” view for this procedure 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**