



MEMORANDUM

To: University Community

From: Pablo Ortiz, Vice President, Regional and World Locations and Vice Provost, Biscayne Bay Campus
Jennifer LaPorta, Chief Compliance Officer

Re: Revised International Travel Screening and Approval Protocol

Date: July 5, 2022

A streamlined protocol for international travel screening and approval for employees and students went into effect July 1, 2022. This revised protocol has merged into the existing Travel Authorization and Travel Expense Report processes both our institutional and our legal requirements under Florida State law. At the same time, it allows us to maintain a high level of due diligence to ensure that travelers are well prepared and protected while engaging abroad.

Employees Traveling Abroad

Employees, including student employees, must have an approved Travel Authorization (TA) on record prior to departure. For several months now, the TA process has included a questionnaire that the traveler must complete as part of the workflow in PantherSoft. The institution also requires that all travelers enroll in the U.S. Department of State's Smart Traveler Enrollment Program ([STEP](#)) for their own protection. **A petition** (see [here](#)) **is only required for countries at a Level 4 Advisory** by the [US Department of State](#) or the [CDC](#). Upon return, travelers must sign the post-travel Expense Report to certify if they received any payment or honorarium associated with the trip, regardless of whether they are seeking reimbursement.

Students Traveling Abroad

All students (not employed by FIU) travelling internationally on FIU-sponsored or FIU-related trips must register with the [Office of Education Abroad](#) (OEA). This registration includes completing the mandatory Pre-Departure Orientation. This is required regardless of the advisory level by the U.S. Department of State or the CDC. During this orientation students will learn how to prepare thoroughly and minimize risk exposure. They will also be enrolled by the OEA staff into the STEP program and receive FIU's international travel insurance coverage at no cost to them. For more information, please contact the Education Abroad team at edabroad@fiu.edu.

International Travel Screening and Reporting and Foreign Influence Risk

Following our [announcement on June 10, 2022](#) regarding new statutorily required international travel screening and reporting, we received some questions related to **Foreign Countries of**

Concern (FCCs) and would like to offer a clarification to the university community. FIU-sponsored or FIU-related travel to countries that are designated by the Florida Legislature as FCCs (China, Cuba, Iran, North Korea, Russia, Syria, Venezuela) will undergo additional screening by the University, before approval is considered. You are not obligated to report any personal trips to such countries as long as the personal trip is not a part of an FIU-sponsored or FIU-related trip.

We urge all travelers to be cautious and well prepared when engaging abroad. The COVID-19 virus still poses a health threat across the world and travelers should heed the warnings of public health and government officials abroad and here at home, and carefully observe the [University's protocol](#).

Additional details on the new international travel protocol are available on our [Guidance for International Travel](#) page and the [Office of the Controller's Training and Process Manuals](#). You are also welcome to reach out to the Chair of the International Travel Committee, Gitta Montoto, at gmontoto@fiu.edu with any questions.