

SUBJECT: International Travel	Effective Date:	Policy Number: 2-903.3
	Supersedes: 2-903.2	Page Of 1 7
	Responsible Authority: Senior Associate Provost, UCF Global Vice President for Research and Dean of the College of Graduate Studies, UCF Research	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 1/11/2012

APPLICABILITY/ACCOUNTABILITY

This policy applies to any member of the university community engaging in international travel that is either employment-related, university organized, university funded, or for which academic credit will be provided.

BACKGROUND INFORMATION

UCF supports students, faculty, and staff who seek to engage in international travel. The university recognizes the importance of international collaboration and the role of international travel to pursue opportunities for collaboration. UCF students, faculty, and staff who intend to travel internationally need to be aware of the risks associated with their travel.

International travel by students, faculty, and staff may create opportunities for foreign entities to recruit and engage travelers in unethical conduct, misappropriation of property, and theft of university research. Therefore, a travel approval and monitoring process has been implemented at UCF to mitigate risks that may occur while a traveler is overseas. Individual safety cannot be guaranteed abroad or in the United States; however, UCF is committed to maximizing safety for students, faculty, and staff who participate in engagements abroad.

Generally, UCF will not lead, sponsor, endorse, or promote travel to countries that are under a U.S. Department of State Travel Advisory Level 3 or higher, or for which the Centers for Disease Control and Prevention (CDC) has issued a Travel Health Notice Level 3. Travelers should also take due caution for travel to countries that are under a U.S. Department of State Travel Advisory or CDC Travel Health Notice Level 2. The university may also restrict other destinations, at its discretion, where the security, health, and/or political situation is unstable. UCF Global will take into consideration regional advisories and notices when conducting a health and safety assessment.

Furthermore, in addition to the travel approval process applicable to the broader UCF community, to comply with Florida Statute 1010.36, preapproval and screening is required by UCF Global and the Office of International Collaboration and Export Control (OICEC) for any employment-related international travel engaged in by all faculty, researchers, and research department staff. Therefore, UCF has established a process through which prior approval must be obtained by individuals whose research or educational program necessitates international travel. Considerations for travel approvals include, but are not limited to, the following:

- Academic relevance/essential nature of the proposed activity
- Compliance with federal and state regulations and UCF policies
- Urgency of the travel
- Specific text and nature of the travel warning
- Experience and training of the faculty organizers or in-country staff members
- A plan to minimize risk to participants

On a case-by-case basis, UCF Global in coordination with OICEC, will consider exceptions to the requirements outlined in this Policy. For purposes of clarification, exceptions will not be granted that violate federal or state regulatory requirements.

POLICY STATEMENT

Per Florida Statute 1010.36, prior approval is required for employment-related international travel by faculty, researchers, and research department staff. Preapproval must be based on the faculty, researchers, and research department's review and acknowledgement of guidance published by the university related to countries under sanctions or other restrictions of the state or the United States government, including any federal license requirement; customs rules; export controls; restrictions on taking state university or entity property, including intellectual property, abroad; restrictions on presentations, teaching, and interactions with foreign colleagues; and other subjects important to the research and academic integrity of the state university or entity. Preapproval must also be based on the binding commitment of the individual traveler not to violate the university's limitations on travel and activities abroad and to obey all applicable federal laws. Additional approval is required for any member of the university community engaging in international travel that is either employment-related, university organized, university funded, or for which academic credit will be provided. These requirements do not apply to privately funded travel that is not related to university business or is in no way affiliated to UCF (e.g., a personal vacation). Formal approval must be obtained through the established channels, including traveler's dean, chair, and/or supervisor, the Office of International Collaboration and Export Control (OICEC), and UCF Global as provost designee.

UCF Global and/or the OICEC, may deny approval requests if the request violates federal or state regulations or is not in compliance with UCF policies. Furthermore, UCF Global and/or the OICEC may revoke approval if the destination's travel advisories are elevated by the Department of State or CDC and health and safety conditions are deemed unsafe or if there is a change in federal or state regulations or UCF policy that would make the travel unallowable.

Moreover, individual travel plans may require additional and separate approvals such as:

- Employees intending to travel for more than 30 days to a single location, must obtain approval from the provost or appropriate vice president.
- Export control approval, including, working with the OICEC to obtain written approval from the U.S. Government to (1) release or export items, material, and/or or technology, including technical information and/or (2) engage in activities with certain countries or individuals.
- Compliance with the Fly America Act which requires that all federally funded travel be on a US flag carrier or US flag carrier service provided under a code-share agreement, except under specific situations as permitted by the Office of Research.

Travel expenses, including per diem, must be authorized by a purchase order (PO). POs must not be generated for international travel until approval is granted per this policy. Reimbursements to travelers will not be issued unless a PO has been approved in accordance with this policy. Travel must not commence prior to the creation of a PO. The use of a university purchase card (PCard) for international travel expenses is also prohibited without approval granted per this policy, and all other procurement actions. Failure to acquire approval prior to travel or the purchase of related expenses may result in restrictions on future travel requests, withdrawal of funding, academic credit and/or disciplinary action (including departmental fines). Use of university funds for activities related to or involving travel to a terrorist state as designated by the U.S. Department of State is prohibited by Florida Statute 1011.

As part of the international travel monitoring program, the university requires a Travel Registration through UCF Global for all university-sponsored travel. Registering travel plans ensures enrollment in travel, accident, and sickness insurance provided by the university to all students, faculty, and staff traveling abroad on university business. This coverage is not effective until a trip is registered. Please refer to UCF Office of Enterprise Risk and Insurance Management for additional information regarding travel insurance.

DEFINITIONS

CDC Warning Level 3. Statements issued by the Centers for Disease Control and Prevention which warns travelers to avoid nonessential travel and informs them about current health issues related to specific destinations.

Department of State Travel Advisory. Statements issued by the U.S Department of State to advise, describe the risks, and provide guidance to travelers in order to help ensure their safety abroad. Travel Advisories are issued in four standard levels: Level 1 - Exercise Normal Precautions, Level 2 - Exercise Increased Caution, Level 3 - Reconsider Travel, and Level 4 – Do Not Travel.

International (Foreign) Travel. Travel to any foreign territory or destination outside of U.S. or its territories (including American Samoa, Guam, Northern Mariana Islands, Puerto Rico, the U.S. Virgin Islands, and the United States Minor Outlying Islands).

Researchers and Research Department Staff. Academic rank/employment status for a researcher or administrative staff employed, often on a temporary contract by a university or research institute, for the purpose of assisting in research.

Research. A systematic study directed toward fuller knowledge or understanding of the subject studied. Research includes all research activities, both basic and applied, and all development activities, including the training of individuals in research techniques.

Restricted Destination. Any country for which a U.S. Department of State Travel Advisory Level 3 or higher, or for which the Centers for Disease Control and Prevention (CDC) has issued a Travel Health Notice Level 3.

Terrorist State. Countries determined by the Secretary of State to have repeatedly provided support for acts of international terrorism.

Travel. Pursuant to this policy, travel will refer to trips that are sponsored by the university including, but not limited to, the following:

- UCF administered study abroad, alternative spring break, service-learning, internship, or volunteer work programs
- Trips for which the participant will receive academic credit
- Travel for research, presentation, or conference attendance purposes in which the traveler or group members will receive university funding
- Travel for which university accident & sickness insurance is provided

Travel Alert. Statement issued by the U.S. Department of State for probable short-term events. These may include an election season that is bound to have many strikes, demonstrations, or disturbances; a health alert like a flu outbreak or pandemic; or evidence of an elevated risk of terrorist attacks.

Travel Authorization Request. (TAR) Unit-specific travel approval form.

Travel Approval Petition. (TAP) University approval process for international travel established to comply with this policy. The TAP is managed by UCF Global and available through <https://my.intl.ucf.edu>.

Travel Warnings. Statements issued by the U.S. Department of State when long-term, protracted conditions make a country dangerous or unstable or when the U.S. government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a decrease in staff.

Travel Registration. Online registration system capturing purpose of travel and itinerary information for health and safety monitoring of all travelers. When registering a trip, all travel destinations should be included in your itinerary. This includes destinations that are for personal travel and not reimbursable as university business. Note: Travel Registration is not an approval process.

(University) Employment-Related International Travel.

Academic or business travel by Faculty, Researchers, and Research department staff that is authorized, funded, coordinated, or administered by the university as part of the individuals job responsibilities. Such travel may include, but is not limited to:

- Teaching,
- Research,
- Conference Attendance and Presentations,
- Consulting,
- Service,
- Internships,
- Field Studies,
- Volunteer Work,
- Performances, and
- Athletic Competitions.

Employment-Related International Travel does not include personal travel (i.e., vacations and travel to visit family) or travel related to Outside Activities disclosed through the university Conflict of Interest and Commitment Disclosure Process. With that said, if personal travel/Outside Activities will also involve Employment-Related International Travel you must obtain prior approval for the Employment-Related portions of the International Travel.

University Funds. Any form of legal tender accepted by, passing through, or residing with the university.

PROCEDURES

1. International travel approval must be sought through a Travel Approval Petition (TAP), an online process via UCF Global which will route requests to the traveler's dean, chair, and/or supervisor and other appropriate offices, such as the OICEC and Provost/Provost Designee, for review and approval. To comply with Florida Statute 1010.36, all travel requests from faculty, researchers, and research departments staff for employment-related international travel will be routed for preapproval and screening to the OICEC. Please refer to <https://global.ucf.edu/international-health-and-safety/> or contact UCF Global International Health & Safety for more information regarding the travel approval process.
2. Requests must be submitted at least two (2) weeks prior to departure to allow time for review and implementation of risk mitigation measures. Depending on the destination, more time may be needed before approval can be granted. In some cases, applicable federal licenses may take up to 90 days to acquire. Travelers are highly recommended to review applicable travel advisories, review the Office of International Collaboration and Export Control website, and review UCF Policy 4-209 to determine any other applicable regulations and/or requirements.

3. Travel to countries under a U.S. sanction or embargo may require additional written government approval.
4. All travelers are required to complete a Travel Registration and the Travel Essentials training course available through Webcourses@UCF prior to departure for proper monitoring and follow-up. Additionally, all travelers are strongly encouraged to register for the Alert Traveler service to receive in-country health and safety notifications. Please refer to <https://global.ucf.edu/international-health-and-safety/travel-registration/> for more information.
5. UCF Global will not approve purchase requisitions until final travel approval has been issued, and travelers have submitted a Travel Registration.

RELATED INFORMATION

U.S. Department of State Travel Warnings

<https://travel.state.gov/>

Centers for Disease Control and Prevention

<http://www.cdc.gov/>

Policy 4-209 *Export Control*

<https://policies.ucf.edu/documents/4-209.pdf>

Office of Research Export Compliance

<http://www.research.ucf.edu/ExportControl/>

Office of Foreign Assets Control Sanction Lists

<https://home.treasury.gov/policy-issues/office-of-foreign-assets-control-sanctions-programs-and-information>

U.S. Department of State Country Policies and Embargoes

https://www.pmdrtc.state.gov/ddtc_public?id=ddtc_public_portal_country_landing

U.S. Department of Commerce Denied Persons List

<https://www.bis.doc.gov/index.php/policy-guidance/lists-of-parties-of-concern/denied-persons-list>

UCF Travel Manual – Procedures for compliance with travel guidelines by Financial Affairs.

https://fa.ucf.edu/wp-content/uploads/sites/2/Travel_Manual.pdf

University Compliance, Ethics and Risk

<https://compliance.ucf.edu/enterprise-risk-management/international-travel/>

INITIATING AUTHORITY

Provost and Executive Vice President

History 2-903 1/11/2012; 2-903.1 12/3/2014; 2-903.2 1/24/2017