

From: Office of the Controller <controller@fiu.edu>
Sent: Friday, December 6, 2024 4:43 PM
To: FIU Finance Managers <fiufinmgrs@fiu.edu>
Subject: Enforcement of International Travel Compliance Requirements



To: Supervisors and Finance Managers

From: Jennifer LaPorta, Chief Compliance Officer
Office of University Compliance & Integrity

Alexandra Mirabal, Associate VP and Controller
Office of the Controller

Birgitta Rausch Montoto, Director
FIU Global

Date: December 6, 2024

Re: Enforcement of International Travel Compliance Requirements

As many of you play a crucial role in the approval of the Travel Authorization Request (TAR) process, we would like to specify how you can best ensure that travelers under your purview meet the compliance requirements stated in the memorandum below sent to the University Community on December 3, 2024:

Understand the specific requirements related to international trips as communicated in the memorandum.

- Review each transaction for accuracy and completeness. Thoroughly examine the key elements of the travel document including travel dates, benefits, description of activities, notes, and attachments. If you have any questions or concerns, return the transaction for necessary updates.
- Remind those who submit TARs (proxies and travelers) to do so as early as possible, especially for international destination trips. This early submission is vital for the timely completion of the entire screening and approval process prior to departure.

- Immediately notify the traveler (cc the supervisor) that she/he will be solely responsible for all travel expenses if a TAR to an international destination is submitted or approved after the departure date and that the employee's international travel privileges may also be suspended/restricted.

Given the significant consequences of traveling abroad without a fully approved TAR, your attention and support with this process are greatly appreciated. If you have any questions or concerns, please do not hesitate to contact Gitta Montoto, Chair, International Travel Committee, at gmontoto@fiu.edu or Alejandra Blanco, Travel Accounting Manager, at ablanco@fiu.edu.