
From: Human Resources Admin
Sent: Friday, June 10, 2022 2:11 PM
To: FIU Faculty and Staff
Subject: International Travel Screening and Reporting and Foreign Influence Risk

IMPORTANT COMPLIANCE NOTIFICATION



MEMORANDUM

To: All Employees

From: Jennifer La Porta, Chief Compliance Officer

Pablo Ortiz, Vice President, Regional and World Locations
Vice Provost, Biscayne Bay Campus

Date: June 10, 2022

Subject: International Travel Screening and Reporting and Foreign Influence Risk

Serving our local and global community is part of our institutional mission and often requires business trips abroad by faculty and staff travelers. While there are many benefits to global activities such as teaching, research, field work, collaborating with partners, presenting new knowledge, providing educational services, and recruiting talented scholars as well as students, there are also ever-increasing foreign influence concerns that put our University and individual employees at risk.

To better protect us from such risks and to comply with the Florida Legislature's requirements established by [Florida Statutes 1010.36](#), a sub-committee of the Foreign Influence Task Force has integrated additional guidance, compliance checks and reporting mechanisms into our existing travel approval processes. All State University System institutions, including FIU, must report this international travel data to the Board of Governors annually.

These enhancements are purposefully embedded into the existing Travel Authorization Request (TAR) and Expense Report (ER) in PantherSoft to minimize the burden on the traveler and the respective proxy, where applicable.

Screening and Reporting Requirements Prior to departing abroad *all travelers, not their proxy*, must complete as part of the TAR workflow, a short questionnaire pertaining to foreign influence and other travel risks, as well as acknowledge their understanding of FIU foreign travel guidance. Contingent on the traveler's responses, and where the destination is a Foreign Country of Concern

(FCC), which includes China, Cuba, Iran, North Korea, Russia, Syria, and Venezuela, a compliance reviewer will promptly communicate any risk mitigation measures, if necessary, to the traveler. Once the compliance reviewer is satisfied that risks have been addressed, the TAR will follow the regular process towards approval by the supervisor. This process was already embedded in the TAR workflow as of January 1, 2022, and travelers have navigated it successfully.

Upon return from an international trip, all travelers must report any payments or honoraria made directly to the traveler, or on behalf of the traveler, (i.e., to cover some or all expenses) by an entity or person, including for travel, food, or lodging at any time related to the trip. Payments on the traveler's behalf may include some or all expenses, or other complimentary items provided, that are not promotional items customarily given at conferences such as pens, plaques etc. Should one or more international destination(s) be a FCC, additional information will be required. It will be the proxy's responsibility to obtain this information from the traveler and to enter it together with all other expense records in the ER. The traveler will be asked to certify the accuracy and completeness of the information by signing the ER. This post trip process will be effective in PantherSoft as of July 1, 2022. Travelers who went abroad between January 1 and July 1, 2022 have already or will receive an email request to report this information via a Qualtrics survey.

Guidance on How to Navigate the New Processes

Detailed information on international travel foreign influence and compliance concerns is available on our [Guidance for International Travel](#) website.

Financials Systems and Support Services (FSSS) in the Office of the Controller will soon issue an update to its [PantherSoft Financials Travel and Expense Manual](#), [Foreign Travel Guide](#), and associated [Travel and Expenses Training](#).

Travelers and any staff who serve as Proxies and regularly enter TARs and ERs are invited to the PantherSoft Financials Foreign Travel Enhancements Webinar which will be hosted by FSSS on the following dates.

Tuesday, June 16th @ 9:30am-10:30am

Tuesday, June 21st @ 2:00pm-3:00pm

Register for either of these webinars by clicking [here](#).

For questions or guidance on how to complete these new requirements in PantherSoft Financials or for help registering for a webinar/training session, contact the FSSS Help Desk at (305)348-7200 [7-7200].

For questions or concerns on this screening and reporting requirement, please contact compliance@fiu.edu.