

# International Travel Screening & Reporting

Requirements Taking Effect  
Effective January 1, 2022

Florida Statute, section 1010.36, and other guidance by federal and state agencies, require FIU to screen and report certain international travel activity. These requirements have been built into existing travel processing workflows:



### Pre-Departure

1. List each international country to be visited as part of the university-sponsored or –affiliated trip
2. List activity that may be susceptible to foreign influence (i.e. export controls) and take appropriate mitigation measures
3. Acknowledge understanding and compliance with foreign travel guidance

Process:

Must be completed by the traveler him/herself as part of the TAR process in Panthersoft



### Post-Trip

1. Report any honoraria or payments (benefits, gifts etc.) received from a foreign source
2. Report all cities visited (FCC\* countries only)
3. Report name/address of all institutions and organizations interacted with (FCC\* countries only)

Process:

Must be completed by the traveler him/herself as part of the expense report in Panthersoft  
*(pending implementation as of 12/22/2021)*

\*FCC countries are Foreign Countries of Concern: China, Cuba, Iran, North Korea, Russia, Syria, Venezuela)



# Pre-Departure (TAR Process)

1. List each international country to be visited as part of the university-sponsored or –affiliated trip

## Create Travel Authorization

1319114

Birgitta Rausch Montoto

Save for Later | Summary and Submit

Actions ...Choose an Action GO

\*Business Purpose Conference

Multiple Country Destination

\*Destination Multiple Country Destinations Multiple Country Destinations

\*Description test - FCC country all "NOs"

\*Date From 01/20/2022 \*Date To 01/31/2022

\*Benefit to FIU or Project test

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (1 Line) 100.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency	+ -
01/25/2022	Foreign Incidentals	test 250 characters remaining	Out of Pocket	100.00	USD	

\*Billing Type FIU Expense

Accounting Details

Chartfields

Amount	*GL Unit	Account	Alt Acct	Fund	Dept	Program	Site	Bud Ref	Task	PC Bus Unit	Pr
100.00	FIU01	711236	71100	210	122400000	46	01				

Expand All | Collapse All

Totals (1 Line) 100.00 USD



## Pre-Departure (TAR Process)

2. List activity that may be susceptible to foreign influence (i.e. export controls) and take appropriate mitigation measures

### Travel Authorization

[Travel Authorization Details](#)

Birgitta Rausch Montoto

Actions ...Choose an Action GO

Your travel authorization 0000166913 has been submitted for approval.

Business Purpose Athletic Event

Default Location Multiple Destinations

Authorization ID 0000166913 Submission in Process

Description test

Date From 01/02/2022

Date To 01/19/2022

Totals ?

[View Printable Version](#)

[Foreign Travel Guidance and Screening Survey](#)

[Notes](#)

Projected Expenses (1 Line) 100.00 USD

Denied Expenses 0.00 USD

Total Authorized Amount 100.00 USD

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

Submit Travel Authorization

Refresh Approval Status

Return to Search

Notify

# Pre-Departure (TAR Process)

## Foreign Travel Guidance and Screening Survey

As of January 1, 2022, all employees traveling abroad on FIU-sponsored or -related trips are required to comply with and must acknowledge their understanding of FIU Foreign Travel Guidance associated with foreign influence concerns, OFAC sanctions and export controls.

The comprehensive Foreign Travel Guide for FIU travelers is accessible [Here](#)

Please answer all the questions to the best of your ability.

1. Will you be transporting (either through carry-on luggage or checked bags) laboratory instruments, tools, samples, raw materials, or prototypes?	<input type="radio"/> YES <input checked="" type="radio"/> NO
2. Will you be traveling with a portable electronic device containing proprietary export controlled data, FIU confidential or proprietary data as defined by law or FIU policy, or data which is associated with an export-restricted research project or instrument that you have been or are working on currently (even if such data has nothing to do with the purpose of your immediate travel)?	<input type="radio"/> YES <input checked="" type="radio"/> NO <input type="radio"/> NOT SURE
3. Will you be transporting any device that incorporates specialized scientific software (not including typical operational software such as Microsoft Office, Adobe, etc.) or software programs utilizing specialized cryptographic functionality (not including routine commercial laptop cryptographic protection)?	<input type="radio"/> YES <input checked="" type="radio"/> NO
4. Will you be providing any specific training, technical assistance, advising or consulting service to another individual, entity, or governmental institution (or representatives) separate from scientific collaboration in fundamental research? If the answer is YES, please describe services below in the "Travelers Additional Notes" section below.	<input type="radio"/> YES <input checked="" type="radio"/> NO
5. Are you planning to engage with an institution or organization with whom FIU does NOT currently have a formal partnership (i.e., inter-institutional agreement, academic or research collaboration agreement, business, or service contract)? If the answer is YES, or you are not sure if there is a formal partnership, please list the institutions or organizations and describe how you plan to engage with them in the "Travelers Additional Notes" section below.	<input type="radio"/> YES <input checked="" type="radio"/> NO <input type="radio"/> NOT SURE
6. Do you plan to receive any payments or honoraria by an international party, including travel, food, or lodging related to your travel?	<input type="radio"/> YES <input checked="" type="radio"/> NO
7. At any time during this trip, will you travel to, visit, or temporarily pass through (other than a connecting flight where you do not leave the airport), any foreign country other than the destination entered in the TAR?	<input type="radio"/> YES <input checked="" type="radio"/> NO

Traveler's Additional Notes

testing non-FCC destinations and all answers "no"

Click here for FAQs on Export Controls: <http://exportcontrol.fiu.edu>

For any "YES" or "NOT SURE" response, please include more details, for example: "1. taking prototype tissue scanner in carry-on luggage" or "4. forensic techniques training provided only to U.S. military personnel abroad, not to any non-U.S. citizens or entities".

2. List activity that may be susceptible to foreign influence (i.e. export controls) and take appropriate mitigation measures (follow guidance provided by Office of Research Integrity and/or Office of Compliance staff)

If you have answered any of the above questions with YES, NOT SURE, or your destination is deemed a "country of concern" as per the Florida State or federal government, our export control reviewer will assist you within 2 business days to ensure that you and FIU do not violate any foreign travel regulations during your travel



## Pre-Departure (TAR Process)

### Foreign Travel Guidance and Screening Survey

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The comprehensive Foreign Travel Guide for FIU travelers is accessible [Here](#)

Please answer all the questions to the best of your ability.

1. Will you be transporting (either through carry-on luggage or checked bags) laboratory instruments, tools, samples, raw materials, or prototypes?  YES  NO

6. Do you plan to receive any payments or honoraria by an international party, including travel, food, or lodging related to your travel?  YES  NO

7. At any time during this trip, will you travel to, visit, or temporarily pass through (other than a connecting flight where you do not leave the airport), any foreign country other than the destination entered in the TAR?  YES  NO

Traveler's Additional Notes

If you have answered any of the above questions with YES or NOT SURE, or your destination is deemed a "country of concern" as per the Florida State or federal government, our export control reviewer will assist you within 2 business days to ensure that you and FIU do not violate any foreign travel regulations during your travel.

SAVE

By clicking SAVE, I am providing my digital signature and acknowledge that, in compliance with Florida Statute 1010.36, I have reviewed and understand the FIU Foreign Travel Guidance, and I affirm that I will comply with all export control, federal and state regulations, and University policies and procedures. If at any point prior to travel, any information pertaining to my international travel changes, including intended or actual destinations and/or individuals or entities visited, I will promptly notify the Export Control Office. I understand that I will be required to provide a post-trip report upon my return. I further understand that information pertaining to my travel will be provided to the Florida Board of Governors and may also be provided to State/Federal law enforcement as necessary.

OK

Cancel

### 3. Acknowledge understanding and compliance with foreign travel guidance



## Post-Trip (Expense Report Process)

Visual coming soon

1. Report any honoraria or payments (benefits, gifts etc.) received from a foreign source



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Effect January 1, 2022

**For questions or assistance, please  
contact Gitta Montoto at  
[gmontoto@fiu.edu](mailto:gmontoto@fiu.edu)**