

**From:** [Human Resources Admin](#)  
**To:** [FIU Faculty and Staff](#)  
**Subject:** Important Compliance Reminder: International Travel on Behalf of FIU  
**Date:** Monday, October 23, 2023 10:36:40 AM  
**Attachments:** [image001.png](#)

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**To:** FIU Faculty and Staff

**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 of FIU Global  
FIU Global

**Date:** October 23, 2023

**SUBJECT: IMPORTANT COMPLIANCE REMINDER: INTERNATIONAL TRAVEL ON BEHALF OF FIU**

As a reminder, all FIU faculty, staff, student-employees, and other personnel traveling abroad on FIU-sponsored or FIU-related trips, are required to complete a Travel Authorization Request (TA) and Expense Post Travel Compliance Report (ER). A fully approved TA must be obtained before travel commences and any expenses are incurred. Please note that students not employed by FIU follow a different process which includes completing a required pre-departure travel registration and orientation prior to going abroad.

Pursuant to Florida State legislation ([F.S. 1010.36](#)), and other guidance by federal and state agencies, FIU is required to screen and report certain international travel activity. The University has modified the travel authorization and expense report process to meet the required screening and pre-approval for all international travel and associated foreign activities.

Travel Authorization Request:

When completing a TA, travelers will be asked to complete a pre-departure Foreign

Travel Guidance and Screening Questionnaire and acknowledge their understanding of FIU's Guidance for International Travel. This must be completed and approved prior to travel taking place. We recommend that FIU travelers or proxies submit their foreign travel TA's at least **seven (7) business days** before departure to allow sufficient time for the request to be screened and approved by the Export Control Office. Failure to do so may result in a trip delay. Please note that there are significant restrictions related to travel to foreign countries of concern (FCC), which may impact screening time and approval (FCCs include the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicholas Maduro, or the Syrian Arab Republic).

**Expense Post Travel Compliance Reporting:**

Additionally, upon completion of travel, all travelers to an international location must also report any honoraria and/or payments received from a foreign source within the expense report system. All travelers must complete an Expense Post Travel Compliance Report (ER), that must be submitted within ten (10) business days after the completion of the trip, **even if no expenses are incurred.**

Complete information may be found on the [FIU Export Controls website](#) ("Guidance for International Travel") or you can contact our Office of Export Controls at [export@fiu.edu](mailto:export@fiu.edu). Our Export Controls team will promptly partner with you to answer questions and provide support.