



# University Policy

**University Policy No.:** UP-04-06

**University Policy Name:** International Travel Policy

**Initial Adoption Date:** February 23, 2024

**Revision Date(s):**

**Responsible Unit(s):** Finance and Administration and Academic Affairs

**Responsible Executive:** Assistant Vice President, International Education

**Authority**

Section 1010.36, Florida Statutes

**Applicability**

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.

## I. Purpose and Intent

Florida A&M University (FAMU or University) supports its students, faculty, and staff who seek to engage in international travel and activities abroad. The University recognizes the importance of international collaboration and the role of international travel to pursue opportunities for collaboration and studying abroad programs; however, the University also desires to inform FAMU students, faculty, and staff of the risks associated with their international travel.

International travel by students, faculty, and staff may create opportunities for foreign entities to, for example, 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 FAMU to mitigate risks that may occur while a University traveler is overseas. Individual safety cannot be guaranteed abroad or in the United States; however, FAMU is committed to maximizing safety for its students, faculty, and staff who participate in engagements abroad.

## II. Statement of Policy

- A. Per Section 1010.36, Florida Statutes, 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 of Florida 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, restrictions on presentations, teaching, and interactions with foreign colleagues; and other subjects important to the research and academic integrity of the state of Florida, 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 with FAMU (e.g., a personal vacation). Formal approval must be obtained through the established University policies and administrators, including the traveler's dean, chair, and/or supervisor, the FAMU Division of Research - Office of Animal Welfare and Research Integrity (OAWRI), the FAMU Office of International Education and Development (OIED), and the University's Travel Office.

- B.** In addition to the travel approval process applicable to the FAMU community, to comply with Florida Statute 1010.36, preapproval and screening is required by OIED and the OAWRI for any employment-related international travel engaged in by all faculty, researchers, and research department staff. Therefore, FAMU 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 FAMU 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; and
  - A plan to minimize risk to participants.
- C.** Individual travel plans may also require additional and separate approvals such as:
1. Annual International Travel Training, when specified by OAWRI or OIED.
  2. Approval from the Provost or appropriate Vice President, if employee intends to travel for more than 30 days to a single location.
  3. Export control approval, including, working with the FAMU's Information Technology Services and Division of Research – Office of Technology Transfer and Export Control to obtain written approval from the U.S. Government to (1) release or export items, material, and/or technology, including technical information and/or (2) engage in activities with certain countries or individuals.
  4. Compliance with the Fly America Act, which requires that all federally funded travel be on a U.S. flag carrier or U.S. flag carrier service provided under a code-share agreement, except under specific situations as permitted by the FAMU Division of Research.
- D.** Travel must not commence prior to the completion of the University's travel authorization process. The use of a University purchase card (PCard) for international travel expenses is also prohibited unless approved, per this Policy and all other travel requirements. Failure to obtain approval prior to travel or incurring related expenses may result in restrictions on future travel requests, withdrawal of funding, academic credit, and/or disciplinary action. 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 Section 112.061(3)(e), Florida Statutes.

- E. Generally, FAMU will not lead, sponsor, endorse, or promote travel to countries that are under a DOS Travel Advisory Level 3 or higher, or for which the CDC has issued a Travel Health Notice Level 3. Travelers should also take due caution for travel to countries that are under a DOS 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 conditions is unstable. FAMU's OIED will take into consideration regional advisories and notices when conducting a health and safety assessment. The above-referenced travel levels are based on DOS' and CDC's current ranking system. If DOS and/or CDC modify their ranking systems, OIED will have the ability to modify the above levels based on the updated DOS and CDC ranking systems.
- F. FAMU OIED and/or the OAWRI may deny approval requests if the request violates federal or state regulations or does not comply with FAMU policies. The FAMU Travel Office, OAWRI and/or the OIED may revoke approval if the destination's travel advisories are elevated by the U.S. Department of State (DOS) or Centers for Disease Control and Prevention (CDC) and health and safety conditions are deemed unsafe or if there is a change in federal or state regulations or FAMU policy that would make the travel unallowable. The traveler may request a waiver for travel to destinations with a U.S. Department of State Travel Advisory Level 3 from the University's International Risk Assessment Committee.
- G. As part of the international travel monitoring program, the University requires all University-sponsored travel to be registered with International SOS, the University's international travel assistance provider. This registration of individual travel plans ensures enrollment in travel assistance coverage provided by the University to all students, faculty, and staff traveling abroad on University-related or funded business. This coverage is not effective until a trip is registered.
- H. On a case-by-case basis, OIED, in coordination with OAWRI, may 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, or the FAMU Policies.

### III. Recordkeeping and Reporting Requirements

- A. **Recordkeeping:** The University must maintain: (1) records of all foreign travel requests and approvals; (2) expenses reimbursed by the University during such travel, including for transportation, food, and lodging; and payments; (3) honoraria received during such travel and activities, including for transportation, food, and lodging; and (4) records of the purpose of the travel and any records related to the foreign activity review. Such records must be retained for at least 3 years or any longer period of time required by any other applicable state or federal law.
- B. **Reporting:** The University must provide an annual report of foreign travel to countries of concern listing individual travelers, foreign locations visited, and foreign institutions visited to the State University System of Florida Board of Governors.

### IV. Definitions


- A. Activity(ies) Abroad.** Participating in a program or activity (academic, humanitarian effort, community service, or research endeavor) outside the United States, for credit or not for credit, that is organized, administered, or sponsored by a University entity, faculty member, administrator or with a third-party vendor.
- B. CDC Travel Health Notice.** Statement issued by the Centers for Disease Control and Prevention which inform travelers about current health issues that could impact travelers' health, like disease outbreaks, special events or gatherings, and natural disasters. Travel Health Notices are issued in three standard levels: Watch Level 1 (Green): Practice usual precautions, Alert Level 2 (Yellow): Practice enhanced precautions, and Warning Level 3 (Red): Avoid all non-essential travel.
- C. Department of State Travel Advisory.** Formal warning or statement issued by the U.S. Department of State to: advise caution in traveling to specified destinations due to reasons such as armed violence, civil or political unrest, high incidence of crime (especially kidnapping and/or murder), natural disaster, or outbreak of one or more contagious diseases; 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. Conditions can change rapidly in any country at any time, and the risk level of any travel destination changes accordingly.
- D. Foreign country of concern.** Means 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 Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity under significant control of such foreign country of concern.
- E. 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).
- F. 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.
- G. Authorized University Travelers.** Full-time and part-time employees of the University; University consultants or advisors; candidates for executive, financial, or faculty positions, and University students.
- H. 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 has issued a Travel Health Notice Level 3.
- I. Terrorist State.** Countries determined by the U.S. Secretary of State to have repeatedly provided support for acts of international terrorism.
- J. Travel.** Pursuant to this policy, travel will refer to trips that are sponsored by the University including, but not limited to, the following:

1. FAMU administered study abroad, alternative spring break, service-learning, internship, or volunteer work programs;
  2. Trips for which the participant will receive academic credit;
  3. Travel for research, presentation, or conference attendance purposes in which the traveler or group members will receive University funding; and
  4. Travel for which University accident and sickness insurance is provided.
- K. 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.
- L. Travel Authorization.** (TA) University approval process for international travel established to comply with this policy. TAs are managed by the Office of the Controller – Travel Department and available through its website.
- M. 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.
- N. 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.
- O. (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 individual's 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;
  - Athletic Competitions; and
  - Outside Activities.

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. If personal travel/Outside Activities will also involve Employment-Related International Travel, the traveler must obtain prior approval for the Employment-Related portions of the International Travel.


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

  
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**Allyson Watson, Ph.D.**  
 Provost and Vice President for Academic Affairs

2/23/2024  
 Date

*W. Rebecca Brown*  
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**W. Rebecca Brown**  
 Vice President for Finance and  
 Administration and CFO

2/23/2024  
 Date

  
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**Larry Robinson, Ph.D.**  
 President

2/23/2024  
 Date

<b>Attachment(s)</b>	
<b>Related Resource(s)</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.famu.edu/administration/division-of-finance-and-administration/office-of-the-controller/pdf/Foreign-Travel-Form-v3.pdf">https://www.famu.edu/administration/division-of-finance-and-administration/office-of-the-controller/pdf/Foreign-Travel-Form-v3.pdf</a></li> <li>• <a href="https://inowweb.famu.edu/formserver/fs?form=E-Title%20III%20Foreign%20Travel">https://inowweb.famu.edu/formserver/fs?form=E-Title%20III%20Foreign%20Travel</a></li> </ul>