



University Policy

University Policy Name: International Travel Policy		University Policy No.: UP-04-06
Initial Adoption Date: February 23, 2024		Revision Date(s): August 20, 2025
Responsible Unit(s): Finance and Administration and Academic Affairs		Responsible Executive: Assistant Vice President, International Education
Authority	Section 1010.36, Florida Statutes, Board of Governors Regulation 9.012	
Applicability	This Policy applies to all members of the University community participating in international travel that is employment-related or student-related, despite the source of funding.	

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 exposure 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 FAMU students, faculty, and staff presents potential risks, including unethical influence, property misappropriation, and research theft. To mitigate these risks and implement best practices, FAMU has implemented a travel approval and monitoring process. While safety cannot be guaranteed, the University remains committed to promoting the well-being of its travelers abroad.

II. Statement of Policy

- A. All employment-related and student-related travel must comply with U.S. and Florida laws, U.S. sanctions, University and Florida Board of Governors (BOG) regulations and policies. Administrators shall not approve the use of University funds for activities related to or involving travel to countries designated as state sponsors of terrorism by the U.S. Department of State (DOS). Travel to Foreign Countries of Concern requires additional screening and approval.
- B. Per Section 1010.36, Florida Statutes and Board of Governors Regulation 9.012, prior approval is required for employment-related international travel and activities by staff, faculty, researchers, and research department staff. Preapproval must be based on the staff, faculty, researchers, and research department staff review and written or electronic 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. This includes guidance regarding any federal license requirements; 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 and state laws. Additional approval is required for any member of the University community engaging in international travel, which is University employment-related or student-related, or University organized, despite the source of funding. 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).

- C. Formal travel 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 Research Compliance (ORC), the FAMU Office of International Education and Development (OIED), and the University's Travel Office, in addition to the general travel approval process applicable to the FAMU community. Therefore, FAMU has established a process through which prior approval must be obtained by individuals whose University business, 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, if any;
- Experience and training of the faculty organizers or in-country staff members; and
- A plan to minimize risk to participants.

- D. Individual travel plans may also require additional and separate approvals such as:

1. International Travel training and/or orientation, when specified by ORC or OIED.
2. Approval from the President, if the 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.

- E. Travel must not commence prior to the completion of the University's travel authorization process. The use of a University Purchasing Card (PCard) for international travel expenses is prohibited, 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 and/or reimbursement, 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.

- F. FAMU will not lead, sponsor, endorse, or promote travel to countries that are under a U.S. Department of State (DOS) Travel Advisory Level 3 or higher, or for which the Centers for Disease Control and Prevention (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.
- G. FAMU OIED and/or the ORC may deny approval requests if the request violates federal or state regulations or does not comply with FAMU policies. ORC and/or the OIED may revoke approval if the destination's travel advisories are elevated by the DOS or 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 DOS Travel Advisory Level 3 from the University's International Risk Assessment Committee, under OIED.
- H. As part of the international travel monitoring program, the University requires all University-sponsored travel to be registered with International SOS (ISOS), 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. In the event of an emergency while traveling abroad, travelers should immediately contact ISOS by telephone at 215-942-8478 to request assistance and notify the OIED at 850-561-2275. Please contact OIED for additional information regarding ISOS coverage.
- I. On a case-by-case basis, OIED, in coordination with ORC, may consider exceptions to the requirements outlined in this Policy. For clarity, exceptions will not be granted that violate federal or state regulatory requirements, or FAMU Regulations or Policies.

III. Recordkeeping and Reporting Requirements

- A. **Recordkeeping:** The University must maintain: (1) records of all foreign travel requests and approvals, including complimentary travel requests and approvals; (2) expenses reimbursed by the University during such travel, including for transportation, food, and lodging; and payments; (3) payment and 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 by the University and FAMU Foundation Controller's Offices for at least 3 years or any longer period required by any other applicable state or federal law.
- B. **Reporting:** The Office of Compliance and Ethics must provide an annual report of foreign travel to countries of concern listing individual travelers, foreign locations visited, and foreign institution visits 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 informs 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. **Complimentary Travel.** Travel funded by an external sponsor, entity, or organization outside of the University because of the traveler's job duties or role at the University. Such travel remains subject to the University's approval and reporting requirements.
- D. **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.
- E. **Foreign country of concern.** Includes 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.
- F. **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).
- G. **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.
- 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. **Student-Related Travel.** See the definition for "travel."
- J. **Terrorist State.** Countries determined by the U.S. Secretary of State to have repeatedly provided support for acts of international terrorism.
- K. **Travel.** Pursuant to this policy, travel refers to trips, regardless of the source of funding, including, but not limited to, the following:

1. International travel by undergraduate or graduate students, University-recognized student groups, and approved University volunteers as part of a FAMU program, requirement, elective, research project, study abroad, service-learning, internship, volunteer work program, alternative spring break, or other activity connected to the individual's status as a FAMU student;
 2. Trips for which the participant will receive academic credit;
 3. Travelers on University business in support of a specific program of instruction, research, presentation, site visit or public service, or more general program of professional development, international conferences, or University operations; and
 4. Travel for which University accident and sickness insurance is provided.
- L. **Travel Alert.** Statement issued by the DOS 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.
- M. **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 ERP system (e.g., IRattler, Workday, etc.).
- N. **Travel Registration.** Online registration ERP system capturing the purpose of travel and itinerary information for health and safety monitoring of all travelers. When registering a trip, all travel destinations must be included in your itinerary. This includes destinations that are for travel not reimbursable for University business, i.e., complimentary travel or personal travel. **Note:** Travel Registration is not an approval process.
- O. **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.
- P. **Travelers.** Full-time and part-time employees of the University; authorized University consultants or advisors; approved volunteers, candidates for executive, financial, or faculty positions; and University students.
- Q. **University Employment-Related International Travel.** Academic or business travel by staff, faculty, researchers, and research department staff that are 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. See the definition for “travel.” It 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 International Travel.

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

- V. **Administration:** The Division of Academic Affairs is responsible for administering this Policy.

Approval Dates

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

8/20/2025
Date

Nichole Murry
Acting Senior Vice President for Finance and
Administration/CFO

8/20/2025
Date

Marva B. Johnson, J.D.
President

8/20/2025
Date

Attachment(s)

- Foreign Travel Form- <https://www.famu.edu/administration/division-of-finance-and-administration/office-of-the-controller/pdf/Foreign-Travel-Form-v3.pdf>
- Title III Travel Form- <https://inowweb.famu.edu/formserver/fs?form=E-Title%20III%20Foreign%20Travel>
- [Complimentary Travel Form](#)

Related Resource(s)

- Travel Manual- https://www.flbog.edu/wp-content/uploads/2021/11/Updated-9.012-Foreign-Influence_09.08.23.pdf
- Export Control Policy- famu.edu/about-famu/policies-and-regulations/bot/pdf/Export-Control-BOTP-2014-01.pdf
- [Travel Advisories](#)
- [Travelers' Health | CDC](#)