



## Guidelines For University of South Florida International Travel

Revised May 16, 2025

Per Florida Statute [1010.36](#), *Foreign travel; research institutions*, all foreign travel conducted on or behalf of the university, including by Direct Support Organizations (DSOs) and Health Services Support Organizations (HSSOs), must be preapproved by a designated research integrity office. Research Integrity & Compliance (RIC) has been designated by President Law to serve in this capacity. It is expected that travel requests will be submitted via Archivum (please see the [USF Travel Manual](#)), in which case the request will be automatically routed to RIC for review.

For cases where travel requests are not submitted via Archivum, they must still be reviewed and preapproved by RIC. For travel not logged into Archivum, the pertinent travel information should be submitted to [RSCH-ForeignInfluenceScreening@usf.edu](mailto:RSCH-ForeignInfluenceScreening@usf.edu) along with a signed copy of the attestation (Page 2). Pertinent travel information includes:

1. Name
2. Department
3. Reference Number if applicable
4. Foreign Countries Visited
5. Cities and Institutions Visited
6. Dates of Travel
7. Business Purpose
8. Additional Compensation provided by other institutions
  - a. Entity/Organization:
  - b. Form of Compensation:
9. Description of Travel (Names of conferences, institutions, organizations, universities, venues, etc.)

Travelers should also be familiar with USF policies that require disclosure, via e-Disclose. Pursuant to USF Policy [0-027](#) and USF Policy [0-30](#), any travel costs not exclusively provided by USF are considered compensated outside activities, which require disclosure and prior approval in the eDisclose system. If you have any questions or concerns about the eDisclose process, please contact the eDisclose Help desk at [edisclose@usf.edu](mailto:edisclose@usf.edu) or 813-974-4373, for additional assistance.

## Foreign Travel Acknowledgement

Section 1010.36, Florida Statutes requires any employment-related foreign travel and employment-related foreign activities engaged in by all faculty, researchers, and research department staff, to provide a binding commitment prior to travel. The actual traveler must read and sign this document. It is included in the Travel Request process.

I acknowledge that I have reviewed the following USF Policies & Directives:

- [USF World for Global Travelers](#)
- [USF Policy on International Travel Authority](#)
- [USF Policy on Export Controls](#)
- [USF Export Control Travel Abroad guidance](#)

I certify that I will abide by all USF's Policies & Directives and agree not to violate USF limitations on travel and activities abroad and to obey all applicable federal laws.

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Printed Name

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Signature

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Date