

International Travel Screening & Reporting

Florida Statute 1010.36
Foreign travel; research institutions.



1010.36 Foreign travel; research institutions.—

- (1) By January 1, 2022, each state university or entity listed in subpart A. or subpart B. of part II of chapter 1004 that receives state appropriations or state tax revenue and has a research budget of \$10 million or more must establish an international travel approval and monitoring program. The program must require preapproval and screening by a research integrity office designated by the president or chief administrative officer of the state university or entity for any employment-related foreign travel and employment-related foreign activities engaged in by all faculty, researchers, and research department staff. Such requirement is in addition to any other travel approval process applicable to the state university or entity.
- (2)(a) Preapproval by the research integrity office must be based on the applicant's review and acknowledgment of guidance published by the employing state university or entity which relates to countries under sanctions or other restrictions of the state 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, abroad; restrictions on presentations, teaching, and interactions with foreign colleagues; and other subjects important to the research and academic integrity of the state university or entity.
- (b) Preapproval must be based on the binding commitment of the individual traveler not to violate the state university's or entity's limitations on travel and activities abroad and to obey all applicable federal laws.
- (3) The state university or entity must maintain records of all foreign travel requests and approvals; expenses reimbursed by the university or entity during such travel, including for travel, food, and lodging; and payments and honoraria received during such travel and activities, including for travel, food, and lodging. The state university or entity must also keep 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.
- (4) The state university or entity must provide an annual report of foreign travel to countries of concern listing individual travelers, foreign locations visited, and foreign institutions visited to the Board of Governors or the governing board of the applicable entity.
- (5) By July 1, 2025, the Inspector General of the Board of Governors, the inspector general of an entity described in subsection (1), or the Auditor General must perform an operational audit regarding the implementation of this section.

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- **International travel approval and monitoring program implemented January 1, 2022**
- **President Law designated Research Integrity & Compliance (RIC) to serve in this capacity.**
- **Preapproval and screening is required for any employment-related foreign travel and employment-related foreign activities engaged in by all faculty, researchers, and research department staff.**

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(2)(a) Preapproval by the research integrity office must be based on the applicant's review and acknowledgment of guidance published by the employing state university or entity which relates to countries under sanctions or other restrictions of the state 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, abroad; restrictions on presentations, teaching, and interactions with foreign colleagues; and other subjects important to the research and academic integrity of the state university or entity.

- **Guidance published by USF**

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

(b) Preapproval must be based on the binding commitment of the individual traveler not to violate the state university's or entity's limitations on travel and activities abroad and to obey all applicable federal laws.

- **USF's binding commitment**

- 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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(3) The state university or entity must maintain records of all foreign travel requests and approvals; expenses reimbursed by the university or entity during such travel, including for travel, food, and lodging; and payments and honoraria received during such travel and activities, including for travel, food, and lodging. The state university or entity must also keep 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.

- **Travel & Accounts Payable maintains records for travel request and expenses**
- **RIC maintains records related to the Foreign activity review.**

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(4) The state university or entity must provide an annual report of foreign travel to countries of concern listing individual travelers, foreign locations visited, and foreign institutions visited to the Board of Governors or the governing board of the applicable entity.

- **RIC provides an annual report of Foreign Travel to Countries of Concern.**

Foreign Countries of Concern

- People's Republic of China
- Russian Federation
- Islamic Republic of Iran*
- Democratic People's Republic of Korea*
- Venezuelan regime of Nicolás Maduro
- Syrian Arab Republic*
- Cuba*

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(5) **By July 1, 2025**, the Inspector General of the Board of Governors, the inspector general of an entity described in subsection (1), or the Auditor General **must perform an operational audit regarding the implementation of this section.**

- **USF's Office of Internal Audit conducted the operational audit of USF's International Travel program.**

Procedures for University of South Florida International Travel Screening

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 the designated research integrity office.

Two Methods

1. Archivum Travel System
2. Manual System

[Guidelines For University of South Florida International Travel](#) can be found at the [Export Controls Travel Abroad](#) page

1. Archivum Travel System

- Electronic system used to submit and approve requests to travel and to submit, approve and pay Travel Expense Reports for reporting and reimbursement.
- USF travel procedures requires that a Travel Request must be submitted in Archivum Travel and fully approved before traveling (see [USF Travel Manual](#))
- Travel requests submitted via Archivum will be automatically routed to RIC for review.

✓ Attestation Details

3. Please review the following USF Policies & Directives:

USF World for Global Travelers

USF Policy on International Travel Authority

USF Directive on International Travel

USF Policy on Export Controls

International Travel with USF property

4. I certify that I have reviewed, and will abide by, all USF Policies & Directives. I agree not to violate USF limitations on travel and activities abroad and to obey all applicable federal laws. *

☐ Acknowledge

Attestation and
Certification
must be
completed by
the traveler



2. Manual System

- For cases where travel requests are not submitted via Archivum.
- For travel not logged into Archivum, the pertinent travel information should be submitted to RSCH-ForeignInfluenceScreening@usf.edu along with a signed copy of the attestation

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.)

2. Manual System



Foreign Travel Acknowledgement

Attestation and
Certification
must be
completed by
the traveler



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.

Printed Name

Signature

Date

Canceled Travel

For required reporting purposes please add in comments the reason for the canceled travel in Archivum (see [USF Travel Manual](#))

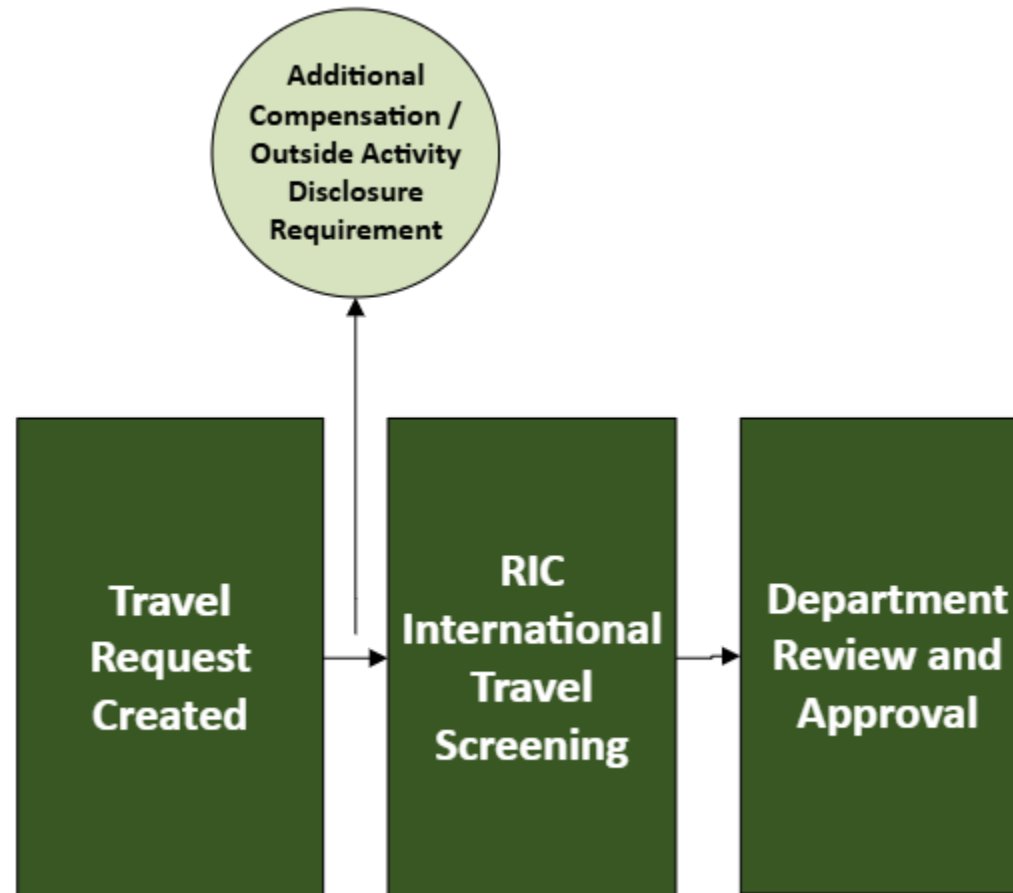
- Travel Request in the system is required for insurance purposes. The electronic Travel Request should be entered into the system and fully approved prior to travel. Once the trip is completed, the Travel Request must be cancelled by the traveler's department, since no Expense Report will be submitted. **However, a clear comment in Archivum is required explaining why the TR is cancelled.**
- If no travel took place and no net travel expenses were incurred, no Expense Report is required, and the Travel Request should be cancelled. **However, a clear comment in Archivum is required explaining why the TR is cancelled.**

Travel Compensated Outside of University

USF employees whose travel is not exclusively compensated by the University must submit an outside activity disclosure in the eDisclose system, pursuant to [USF Policy 0-027](#) and [USF Policy 0-30](#). Moreover, USF Researchers have additional disclosure requirements. Pursuant to Florida Statutes section 1012.977 and [USF Policy 0-027](#), USF Researchers must also disclose any financial interests they may receive as part of their travel. If you believe that your travel may include compensation or financial interests, as defined in [USF Policy 0-027](#), please submit an Outside Activity disclosure in eDisclose. Prior approval must be granted prior to engaging in a proposed outside activity. For more information on these disclosure requirements, please contact the Office of Compliance & Ethics at edisclose@usf.edu or 813-974-4373 for assistance.

WHAT IS COMPENSATION? Any form of payment or benefit received from an organization or individual, not exclusively provided by USF. Examples of compensation include, but are not limited to, salaries, wages, consulting fees, stipends, complimentary travel, reimbursed travel, honorarium, research funding, publication funding, or career advancement opportunities.

International Travel Screening Workflow



The USF Office of Export Controls

Export Control Inbox: exportcontrol@usf.edu

Fred Pflueger, Export Control
Officer 813-974-0554