

# FOREIGN TRAVEL

## MORE TIPS FOR TRAVELERS AND APPROVERS

Faculty and staff are encouraged to present as much relevant detail as possible *as early as possible* to ensure that UF can provide assistance and support. Feel free to contact the IIST to ensure that all requirements (e.g. UF, federal, state, sponsor, etc.) are reviewed, and to receive additional support throughout the travel process.

### Before You Travel

- Review travel itinerary and activities with departmental leadership and receive approval via Travel Authorization (TA).
- Know the requirements of your funding source regarding foreign travel (e.g., Fly America Act, sponsor approvals).
- Register with the [UF International Center](#).
- Disclose UF-owned electronic devices (e.g., laptop, cell phone, etc.), equipment or supplies via [Asset Management](#) before traveling.
- Contact the [Division of Research Compliance & Global Support](#) if you are bringing data, software, or equipment that may be subject to [Export Controls](#).
- If traveling as an outside activity, seek pre-approval via the [outside activity process](#). Allow sufficient time for approval prior to departing.
- Combining business and personal travel **is** allowable with clear delineation. Discuss steps needed to justify/ document activities and perform cost comparisons with your department's travel approver or with the IIST.
- **Consider the following best practices**
  - Have at least six months before the expiration of your passport and your return to the U.S.
  - [Register your trip](#) with the U.S. State Department; review [travel warnings](#).
  - Check with the CDC and your doctor regarding immunizations.
  - If taking a personal electronic device, find security tips [here](#).

### While Traveling

- Keep receipts and scan copies with your phone. Save to [UF Dropbox for Faculty and Staff](#) or [OneDrive @ UF](#), or email them (if possible).
- If receipts are in a foreign language and currency, identify each item and note the rate of exchange for conversion to U.S. dollars (USD).
- Proactively check for alerts and travel warnings. Monitor the local news.

### When You Return

- Prepare a Travel Expense Report (TER) as soon as possible to comply with tax requirements. Include the following information as applicable:
  - Blank registration form with breakdown of charges, and registration receipt with form of payment.
  - Agenda/itinerary.
  - Itemized receipts for airfare, train tickets, rental agreements, and lodging, showing method of payment.
  - Receipts for incidental expenses.
  - Worksheet for [foreign meals](#), especially if multi-city

### What Should Travel Reviewers and Approvers Know?

- Per [UF policy](#), faculty who plan to be absent from their assigned campus duties must do so with the knowledge and concurrence of their Chair/Director.
- Travelers should describe the **specific** benefit to the UF mission, *funding source*, and how travel relates to their specific, current job duties/function.
- UF resources (e.g., funds, equipment, etc.) may not be used in support of travel for non-UF business activities or outside activities.
- Use the [International Activities Checklist](#) to capture information. Review responses with departmental leadership and/or the IIST as needed.
  - Exceptions *may* be made for larger rental cars and upgraded airline class with adequate justification and UF Travel Office's **pre-approval Travel Exception Request Form** (i.e. approval received **before** flight is booked). This approval should be included in the TA and TER.
  - University will not reimburse a traveler for an expense that is paid for with reward program points or miles, or for the value of a complimentary travel expense.

## FOREIGN TRAVEL REVIEW

The IIST reviews travel to ensure activities and expenses adhere to all applicable policies. We rely upon faculty, staff and their departmental leadership to discuss and address potential issues:

### To get started, email the IIST with:

1. Your full name and the full names of all travelers
2. Name of collaborator and collaborating institution (if applicable)
3. Destination(s)
4. Dates of trip (can be tentative)
5. UFIRST proposal, award, or agreement number (if connected to a sponsored program)
6. Description of UF business purpose and itinerary (can be tentative)

### Based on the information provided, the IIST will:

- Confirm through the Visual Compliance system that UF can engage with the individual(s)/ organization(s)
- Ensure that travel and planned activities are covered by the proper agreement(s) and disclosed in the appropriate system(s).
- Provide country-specific guidance and alerts.