

**TAR Travel Advisory**  
(effective Spring 2020)

Dear Employee:

Your supervisor just approved your business trip to one or more foreign destination(s) \_\_\_\_\_. It is your responsibility to follow the legal and institutional requirements as well as pre-departure recommendations associated with the foreign destination. You should also know that with the approval of this Travel Authorization Request (TAR), FIU is enrolling you in Global Business Travel Insurance. Please carefully review this information and take the appropriate measures and minimize risks to you and the institution.

**LEGAL REQUIREMENTS**

- **State Sponsors of Terrorism**

The State of Florida prohibits the use of department or project funds for travel or travel-related costs to countries identified by the U.S. Department of State as *State Sponsors of Terrorism*. Please ensure that your destination is not designated as a [State Sponsors of Terrorism](#). If your destination is included under this designation, please contact the International Travel Committee at [IntlTravel@fiu.edu](mailto:IntlTravel@fiu.edu) or call 305-348-8267.

- **Sanctions and Export Control Requirements**

Travel to destinations currently [sanctioned](#) by the Department of the Treasury or traveling with research-related equipment or data, or highly encrypted software, or attending or presenting at a scientific conference, may require you to take specific action(s) to comply with the law. If any of these apply to your travels, you must contact our Export Controls Administrator/Compliance Officer at [compliance@fiu.edu](mailto:compliance@fiu.edu) or 305-348-4726 to understand any prerequisites such as export controls or licensing requirements related to your trip. If your trip is associated with a sponsored research project and was approved by the Office of Research & Economic Development/Post-Award Manager, the screening for sanctions and export control requirements is already completed.

**INSTITUTIONAL REQUIREMENTS**

- **Travel Advisories by the US Department of State**

Review the US Department of State's [Travel Advisory](#) for your destination(s) and follow the recommendations. Be sure to understand country-specific details that could affect

your travel, such as entry/exit requirements, local laws and customs, health conditions, transportation, and other relevant topics.

- **Travel to International Destinations With Heightened Risk**

Travel to destinations classified by the [U.S. Department of State](#) as Level 4 "Do not travel," Level 3 "Reconsider Travel," and specific destinations with Level 2 "Exercise Increased Caution" that are designated as "Do not travel," may be reviewed by the university's International Travel Committee (ITC) and specific safety precautions and recommendations will be shared with the traveler. The Provost reserves the right to restrict international travel if there is heightened risk associated or the traveler, or group, does not fulfill the established requirements for the respective travel itinerary.

- **FIU Travel Policies**

Prior to departure, employees should familiarize themselves with the university's travel policies, including but not limited to the

- [University Travel Expense Policy](#) (Policy #1110.060);
- [International Travel Policy for Employees & Students](#) (Policy #320.099);
- [Travel on a Sponsored Project Policy](#) (Policy #2350.105), or for additional information call your Post-Award Manager.

- **Employees Traveling Internationally with Students**

All faculty and staff traveling internationally with students must follow the Pre-Departure Guide and Emergency Action Plan issued by the Office of Study Abroad (OSA). OSA will also ensure that students and faculty or staff traveling with them, will be enrolled in the university's International Travel Insurance. For more information please send an e-mail to [edabroad@fiu.edu](mailto:edabroad@fiu.edu) or call 305-348-1913.

- **Emergency Contact Information**

Please ensure that your emergency contact information in [PanthersoftHR](#) is up-to-date.

## **GLOBAL BUSINESS TRAVEL INSURANCE FOR EMPLOYEES**

- Effective May 1, 2018, FIU is providing **Global Business Travel Insurance** coverage for all employees (including student employees) traveling abroad. Enrollment in this insurance plan provided by UnitedHealth Global (UHC Global) has been processed automatically upon approval of a TAR.

To view a complete list of benefits, print a group membership wallet-card, view worldwide 24/7 emergency contact numbers, access up to date medical and security briefings and more, please sign in to the [FIU-UnitedHealthcare Global Intelligence Center](#) (FIU group information: Client Name: Florida International University; UHCGlobal ID# 902556621) to create an account.

In an emergency, travelers should as soon as possible contact UHC Global for assistance at +001-410-453-6330, and also notify the Office of Faculty & Global Affairs at [IntlTravel@fiu.edu](mailto:IntlTravel@fiu.edu) or via text message to +001-786-232-1084.

#### **GLOBAL TRAVEL INSURANCE FOR STUDENTS (non employees)**

- The FIU Office of Study Abroad offers affordable global travel insurance coverage for students. For detailed information regarding insurance coverage benefits and costs, please visit Office of Study Abroad located in SASC 230, Modesto Maidique Campus, or call 305-348-1913, or e-mail [edabroad@fiu.edu](mailto:edabroad@fiu.edu).

#### **PRE-DEPARTURE BEST PRACTICES AND FIU RESOURCES**

- Register with the [Smart Traveler Enrollment Program](#) (STEP) through the US Department of State to benefit from the local embassy's information service and assistance.
- Review destination-specific [health information](#) by the Centers for Disease Control and Prevention (CDC). For an in-person pre-travel assessment or post-travel care, please visit FIU's [Travel Medicine Program & Clinic](#).
- For recommendations on the responsible use and proper stewardship of handling technology devices as well as electronic credentials and sensitive data when traveling abroad, please view FIU's International Travel Data Security Guideline under [IT Security Policies](#). FIU provides loaner laptops for international travelers to high-risk destinations. Please contact the [Green Library Access Services Department](#) at [upaccess@fiu.edu](mailto:upaccess@fiu.edu) or 305-348-2451 to inquire further.

For any other international travel-related questions and concerns, or in an emergency, please contact the Office of Faculty & Global Affairs at [IntlTravel@fiu.edu](mailto:IntlTravel@fiu.edu) or send a text message to 001-786-232-1084.

Safe travels!