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All International Travel Requests subject to approval by RIO prior to Travel

**From:** USF Travel <[TRAVEL@LISTSERV.USF.EDU](mailto:TRAVEL@LISTSERV.USF.EDU)> **On Behalf Of** Sheraine Araujo  
**Sent:** Thursday, February 2, 2023 6:19 PM  
**To:** [TRAVEL@LISTSERV.USF.EDU](mailto:TRAVEL@LISTSERV.USF.EDU)  
**Subject:** All International Travel Requests subject to approval by RIO prior to Travel

USF Travel Community,

Following up to the listserv communication sent in January 2022 below, this message is to inform you that effective immediately the Travel Request workflow has been further revised and expanded to include travel to **ALL foreign countries**.

**Florida Statute section 1010.36** requires any employment-related foreign travel and employment-related foreign activities engaged in by all faculty, researchers, and research department staff be pre-approved and screened by a research integrity office designated by the president or chief administrative officer of the state university. Such requirement is in addition to any other travel approval process applicable to the state university or entity.

In the new workflow, after fiscal approval Travel Requests will be directed to travelers to answer questions as seen in screen shot below, to review USF Policies and Directives and to acknowledge and submit. In cases where the traveler is not an employee, the submitter will receive this task and will need to upload the signed attestation from the traveler.

Please be sure to inform your constituent groups of this significant change which will impact a large portion of our travelling population. Please note a Travel Request will be fully approved **only after** the required final approval from the Research Integrity Officer (RIO).

Any questions can be directed to the Office of Export Controls [exportcontrol@usf.edu](mailto:exportcontrol@usf.edu)

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▼ **Travel Details**

**Description** Montreal Trip

**Request Type** Travel Request

**Business Purpose** Administrative Meeting

**Comment** Montreal Trip

▼ **Additional Compensation**

1. Is the traveler being compensated by entities other than USF? \*

Yes

No

▼ **Travel Locations**

2. What location(s) does the traveler intend to visit? \*

City	Institution
Montreal Canada	
<a href="#">Add institution</a>	

▼ **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

**Sheraine Araujo**

Assistant Controller

University Controller's Office, Payment Services - Travel

University of South Florida

Tampa Campus

813-974-5672



**UCO Travel and Accounts Payable**

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**From:** USF Travel <[TRAVEL@LISTSERV.USF.EDU](mailto:TRAVEL@LISTSERV.USF.EDU)> **On Behalf Of** Sheraine Araujo  
**Sent:** Monday, January 3, 2022 10:31 AM  
**To:** [TRAVEL@LISTSERV.USF.EDU](mailto:TRAVEL@LISTSERV.USF.EDU)  
**Subject:** Travel Request Submission Change for International Travel to FCOC

Dear Travel Customers,

[Section 1010.36, Florida Statute](#), effective January 1, 2022, requires USF faculty, researchers, and research department staff traveling to a designated foreign country of concern (FCOC), which includes China, Russia, Iran, North Korea, Cuba, Venezuela, and Syria, for employment-related travel or activities, to have specific approval prior to travel.

To support USF World’s management of faculty/staff traveling internationally to these countries, a change has been made in Archivum to capture additional data and to get required approval from the Research Integrity Officer (RIO) prior to Travel.

After fiscal approval, any Travel Requests to these countries will be directed to travelers to answer questions as seen in screen shot below and to provide their agreement. In cases where the traveler is not an employee, the submitter will receive this task and will need to upload the signed attestation from the traveler.

▼ **Additional Compensation**

1. Is the traveler being compensated by entities other than USF?\*

- Yes  
 No

▼ **Compensation Details**

Entity/Organization	Form of Compensation
Country of Concern Entity/Org	Country of Concern Compensation
<a href="#">Add compensation</a>	

▼ **Travel Locations**

2. What location(s) does the traveler intend to visit?\*

City	Institution
Havana Cuba	Country of Concern Institution
<a href="#">Add institution</a>	

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▼ Attestation Details

3. I acknowledge that I have reviewed USF Foreign Travel Guidance and agree not to violate the USF limitations on travel and activities abroad and to obey all applicable federal laws.\*

I agree

▼ Comments

4. Additional Comments

*Enter any additional comments*

Kindly limit your characters to 255, Entered: 0/255.

For more information, please visit USF World webpage [For Global Travelers | Welcome \(usf.edu\)](#)

If you have any inquiries regarding these changes, please email [exportcontrol@usf.edu](mailto:exportcontrol@usf.edu)

**Sheraine Araujo**

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