

Foreign Travel Guidance for All International Travelers

[Section 1010.36, Florida Statutes](#) states that 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.

You must register your travel through the Archivum System to comply with state requirements when traveling on behalf of USF. 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. It is also 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.

EXPORT CONTROLS

Travels should be familiar with USF's [Export Control Compliance Policy 0-316](#) and [basic export controls](#) information. This includes [important definitions](#), [exclusions](#), and [penalties](#). It is highly recommended that travelers read and review the [USF Export Compliance Manual](#).

Hand-carrying items, materials, or equipment outside of the U.S. (even temporarily) is considered an export. All exports should be screened by the Office of Export Controls for export license requirements. Depending on the destination and the equipment involved, an export license may be required. In most cases, a license exception may be available, but must be processed before travel. The USF Office of Export Controls (email: exportcontrol@usf.edu), can make this determination and provide the appropriate documentation.

RESTRICTIONS DURING TRAVEL

Travelers should review the [International Travel page](#) to understand restrictions on taking the university's intellectual property abroad; restrictions on presentations, teaching, and interactions with foreign colleagues, and any other subjects deemed essential.

TRAVELING WITH LAPTOPS

Travelers who plan to travel with laptops should visit the export control [laptop travel page](#) for the latest guidance.