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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.

The screenshot displays a web form with the following sections:

- Additional Compensation**: A question "1. Is the traveler being compensated by entities other than USF?" with radio buttons for "Yes" (selected) and "No".
- Compensation Details**: A table with two columns: "Entity/Organization" and "Form of Compensation". The first row contains "Country of Concern Entity/Org" and "Country of Concern Compensation". There is an "Add compensation" button below the table.
- Travel Locations**: A question "2. What location(s) does the traveler intend to visit?" with input fields for "City" (containing "Havana Cuba") and "Institution" (containing "Country of Concern Institution"). There is an "Add multiple" button below.
- Attestation Details**: A question "3. I acknowledge that I have read and understand USF Foreign Travel Guidance and agree not to violate the USF limitations on travel and activities abroad and to obey all applicable federal regulations." with a checked "I agree" checkbox.

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

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