



UNIVERSITY OF CENTRAL FLORIDA  
OFFICE OF RESEARCH

## Florida Statute 1010.36 International Travel Certification and Documentation Form

**Instructions:** Pursuant to Florida Statute 1010.36, UCF is required to preapprove Employment-Related International Travel by all faculty, researchers, and research department staff. Employment-Related International Travel includes academic or business travel by faculty, researchers, and research department staff that is authorized, funded, coordinated, or administered by the university as part of the individual's job responsibilities. In addition to study abroad activities, such travel may include, but is not limited to:

- Teaching,
- Research,
- Conference Attendance and Presentations,
- Consulting,
- Service,
- Internships,
- Field Studies,
- Volunteer Work,
- Performances, and
- Athletic Competitions.

Employment-Related International Travel does not include personal travel (i.e., vacations and travel to visit family) or travel related to Outside Activities disclosed through the university Conflict of Interest and Commitment Disclosure Process. Prior to approving Employment-Related International Travel, the Statute also requires UCF to obtain certifications from all faculty, researchers, and research department staff. For additional information, please see UCF Policy 2-903.3, *International Travel*.

This Form is meant to assist UCF in meeting the requirements of the Statute and must be completed as part of the UCF Faculty Led Program Proposal Process. Copies of completed forms will be attached to Travel Approval Petitions (TAP) submitted through the UCF Global TAP process.

If you have any questions related to this form, please contact the Office of International Collaboration and Export Control at [OICEC@ucf.edu](mailto:OICEC@ucf.edu).



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### Required Information

Will you be visiting a foreign institution(s) during the Employment Related International Travel?

- Yes  No

**If yes**, please provide the name of the institution(s).

During your Employment Related International Travel, will any non-UCF entity pay any of your travel costs?

- Yes  No

**If yes**, please provide the name of the entity(s) and the estimated costs.

During your Employment Related International Travel, will any non-UCF entity pay for your lodging?

- Yes  No

**If yes**, please provide the name of the entity(s) and the estimated costs.



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### Required Information

During your Employment Related International Travel, will any non-UCF entity(s) pay for your meals?

- Yes  No

**If yes**, please provide the name of the entity(s) and the estimated costs.

During your Employment Related International Travel, will you be receiving any honorariums from a non-UCF entity(s)?

- Yes  No

**If yes**, please provide the name of the entity(s), estimated amount of the honorarium, and the purpose of the honorarium.



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### **Required Information**

Will you be engaging in any Employment Related International Travel that is in addition to the study abroad activities?

Yes

No

If yes, please briefly describe the additional Employment Related International Travel (attach additional pages as needed).



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## **International Travel Certification of Compliance**

### **Export Control**

The U.S. export control regulations govern the transfer of material and technology, including technical information, out of the U.S. Compliance with these laws is important for several reasons, including protecting your intellectual property. Certain material and technology require an export control license from the U.S. Government prior to exporting (i.e., shipping or taking) the material or technology out of the U.S. With that said, if certain requirements are met, a lot of commonly used technology can qualify for the Tool of Trade Exception under the U.S. export control regulations. If you intend to export any UCF owned material or technology during your travels, you are required to comply with all applicable U.S. custom and export control regulations.

### **U.S Government Sanctions and Restrictions**

The Office of Foreign Asset Control (OFAC) regulates financial transactions, the exchange of materials and technology, and activities with embargoed/sanction countries, entities, and persons. In general, most of the activities identified in the previous sentence are prohibited. The OFAC regulations may impact your ability to engage in activities with international colleagues and entities. You should make sure to disclose all institutions you intend to visit during your travel and thoroughly describe the purpose of the travel. Providing this information can allow UCF to assist you in identifying countries, entities, and persons of concern.

In addition to the OFAC regulations, the U.S. Department of State also issues country specific travel advisories. You must review any applicable travel advisories prior to your travel. Prior approval by the provost or provost designee is required for travel to countries for which the U.S. Department of State has issued a Level 3 or Level 4 Travel Advisory.

### **Florida Travel Act Restrictions**

Florida Statute 1011.90 (Florida Travel Act), prohibits UCF from using state funds to travel to countries designated by the U.S. Department of State as “State Sponsors of Terrorism.” For a current list of these countries, please see: <https://www.state.gov/state-sponsors-of-terrorism/>.

### **Inappropriate Foreign Influence**

The U.S. Government, including several federal agencies that fund UCF’s research, and the Florida State Legislature have expressed concerns regarding inappropriate influence by foreign entities, foreign governments, and foreign individuals on U.S. institutions and researchers. This is commonly referred to as foreign influence. International activities and partnerships are a key and valuable part of academia, but international travel can pose certain risks related to inappropriate foreign influence. To mitigate inappropriate foreign influence, you should make sure to disclose all institutions you intend to visit during your travel. In addition, you should make sure to thoroughly describe the purpose of the travel. Providing this information can allow UCF to assist you in mitigating inappropriate foreign influence.

### **Resources and Questions**

For more information on international travel in general, please see: <https://global.ucf.edu/international-travel/>.

For more information on inappropriate foreign influence please see: <https://corona.research.ucf.edu/protecting-against-foreign-influence/>.



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For more information on the U.S. export control regulations, including the Tool of Trade Exception, and the OFAC regulations, please see: <https://www.research.ucf.edu/exportcontrol/index.html>.

**Certification**

By signing below, I hereby affirm and certify that the information I have provided throughout this form is true and correct to the best of my knowledge. I further affirm that I have read and understood the information outlined above and I agree to comply with the requirements outlined above and the requirements outlined in the associated regulations and policies. Including, but not limited to:

- I agree to comply with all applicable U.S. export control regulations and UCF export control policies.
- I agree to comply with all applicable federal regulations and UCF policies related to inappropriate foreign influence.
- I agree to comply with all applicable federal and state regulations related to restrictions and sanctions on international travel.
- I agree to not violate UCF’s policies on international travel and to obey all applicable federal and state laws related to international travel.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**First and Last Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Unit:** \_\_\_\_\_