



Foreign Travel Authorization

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Overview

Effective 4/10/2021, when a foreign destination is selected, FIU requires the **Traveler** to complete a 5-question pre-departure Export Control questionnaire, which can be accessed from the **Summary and Submit** page of the Travel Authorization (TA). This must be completed before the TA can be submitted for approval.

If any of the Export Control questions are answered with a “YES” or if the travel destination is considered a State Sponsor of Terrorism (SSOT) country, the TA will be routed for a required Export Control screening and approval as the first step of the TA’s approval workflow.

A comprehensive overview of export control regulations, definitions, FAQs and more can be viewed here: <https://exportcontrol.fiu.edu>.

Below is a screenshot of the questionnaire.

Travel Authorization

Export Controls Questions

Please answer the following questions to the best of your ability. Should you be uncertain about any of the responses, please default to YES and our export controls reviewer will contact you to assist you further.

Click here for FAQs on Export Controls: <http://exportcontrol.fiu.edu>

1. Will you be transporting (either through carry-on luggage or checked bags) laboratory instruments, tools, samples, raw materials, or prototypes? YES NO
2. Will you be traveling with a portable electronic device containing proprietary export controlled data, or data which is associated with an export-restricted research project or instrument that you have been or are working on currently (even if such data has nothing to do with the purpose of your immediate travel)? YES NO
3. Will you be transporting any device that incorporates specialized scientific software (not including typical operational software such as Microsoft Office, Adobe, etc.) or software programs containing or constituting specialized cryptographic functionality (not including routine commercial laptop cryptographic protection)? YES NO
4. Will you be providing any specific training or technical assistance to another individual, entity, or governmental institution (or representatives) beyond scientific collaboration in fundamental research? YES NO
5. Are you planning to engage with an institution or organization with whom FIU does not currently have a formal partnership? YES NO

Traveler's Export Controls Notes

For any "YES" response, please include more details, for example: "1. taking prototype tissue scanner in carry-on luggage" or "4. forensic techniques training provided only to U.S. military personnel abroad, not to any non-U.S. citizens or entities".

If you have answered any of the above questions with YES, or your destination is deemed a high risk country as per the Florida State or federal government, our export control reviewer will assist you within 2 business days to ensure that you and FIU do not violate any export controls regulations during your travel.

Click SAVE to proceed. By saving your responses, you certify that you have answered these questions truthfully and you understand that inaccurate responses could result in an export controls violation.

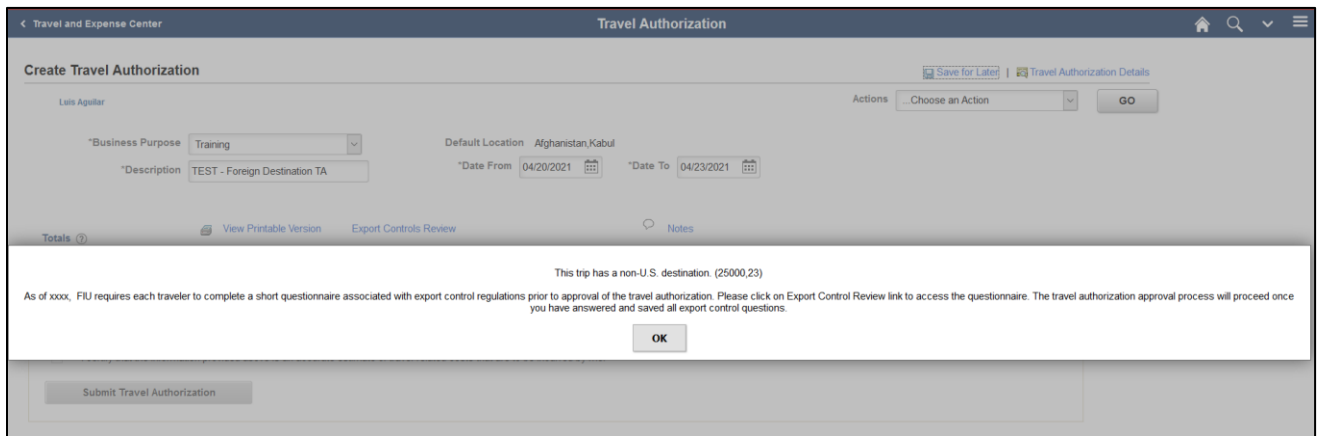
A short description is required in the **Traveler's Export Controls Notes** field for each question answered with “YES”.

Because **this questionnaire must be completed by the Traveler**, the specific steps to follow will depend on whether the Travel Authorization is created by the Traveler (Scenario 1, below) or the Traveler’s Proxy (Scenario 2, below).

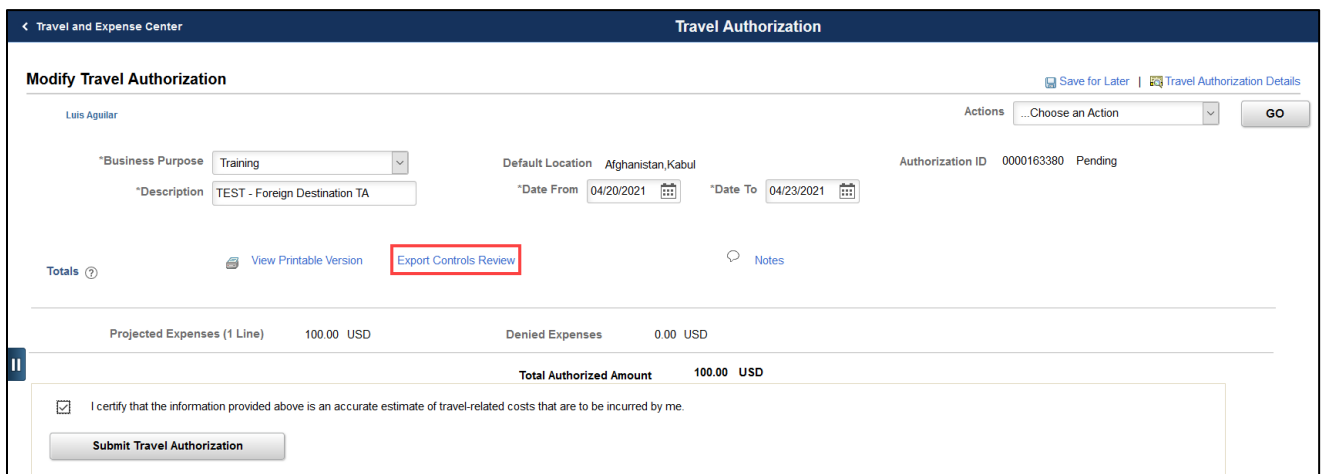
Traveler Creates Travel Authorization

These are the steps to follow when a traveler enters their own TA and selects a foreign destination.

1. Complete Steps 1 through 6 as indicated in the [Create a Travel Authorization](#) section of the Travel and Expense manual.
2. Proceed to the **Summary and Submit** page of the TA. A message will appear, advising of the Export Control questionnaire requirement.



3. Click the Export Controls Review link.



Complete the **Export Control Questions**.

Export Controls Questions

Please answer the following questions to the best of your ability. Should you be uncertain about any of the responses, please default to YES and our export controls reviewer will contact you to assist you further.
Click here for FAQs on Export Controls: <http://exportcontrol.fiu.edu>

1. Will you be transporting (either through carry-on luggage or checked bags) laboratory instruments, tools, samples, raw materials, or prototypes? YES NO

2. Will you be traveling with a portable electronic device containing proprietary export controlled data, or data which is associated with an export-restricted research project or instrument that you have been or are working on currently (even if such data has nothing to do with the purpose of your immediate travel)? YES NO

3. Will you be transporting any device that incorporates specialized scientific software (not including typical operational software such as Microsoft Office, Adobe, etc.) or software programs containing or constituting specialized cryptographic functionality (not including routine commercial laptop cryptographic protection)? YES NO

4. Will you be providing any specific training or technical assistance to another individual, entity, or governmental institution (or representatives) beyond scientific collaboration in fundamental research? YES NO

5. Are you planning to engage with an institution or organization with whom FIU does not currently have a formal partnership? YES NO

Traveler's Export Controls Notes
I will be meeting with the ATD chapter in Kabul on the first day of the trip 04/20/2021.

For any "YES" response, please include more details, for example: "1. taking prototype tissue scanner in carry-on luggage" or "4. forensic techniques training provided only to U.S. military personnel abroad, not to any non-U.S. citizens or entities".

If you have answered any of the above questions with YES, or your destination is deemed a high risk country as per the Florida State or federal government, our export control reviewer will assist you within 2 business days to ensure that you and FIU do not violate any export controls regulations during your travel.

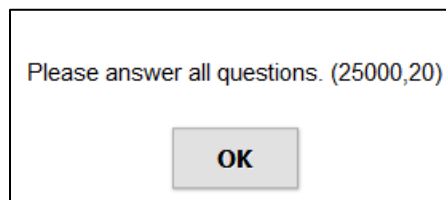
SAVE Click SAVE to proceed. By saving your responses, you certify that you have answered these questions truthfully and you understand that inaccurate responses could result in an export controls violation.

OK **Cancel**

- Answer all five (5) questions with a "YES" or "NO".
- Enter a short description (under 50 words) in the **Traveler's Export Controls Notes** field for each question answered with "YES".
- Click the **SAVE** button.
- Click the **OK** button.

- On the **Summary and Submit** screen, select the checkbox next to the “I certify...” statement and click the **Submit Travel Authorization** button.

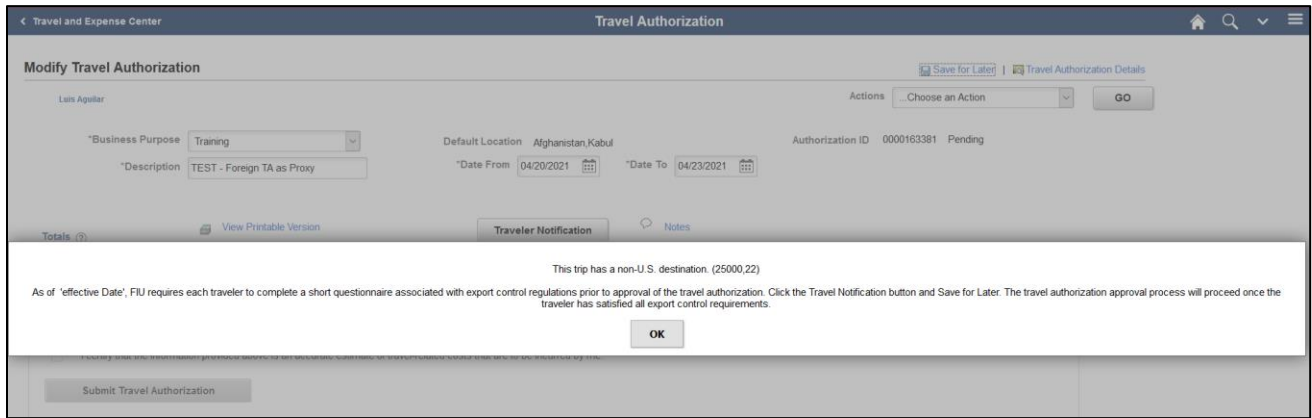
NOTE: The TA cannot be saved or submitted by the Traveler without completing the Export Control questionnaire. If the Traveler attempts to save the TA without completing the questionnaire, they will see the following message.



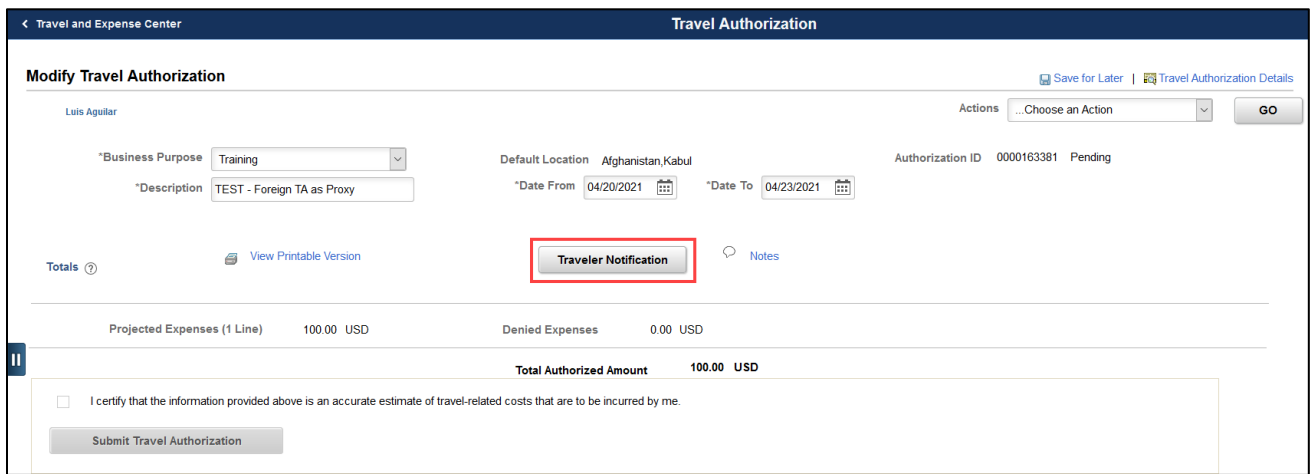
Proxy Creates Travel Authorization on Behalf of Traveler

- Complete Steps 1 through 6 as indicated in the [Create a Travel Authorization](#) section of the Travel and Expense Manual as a Proxy for a Traveler.
- Click Save for Later

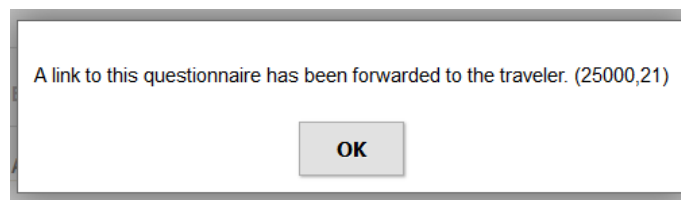
- Proceed to the **Summary and Submit** page of the TA. A message will appear, advising of the new Export Control questionnaire requirement.



- Click on the **Traveler Notification** Button



















































































A notification will appear that indicates a link to the questionnaire has been forwarded to the traveler. The next steps need to be followed by the traveler.



- 5. The Traveler receives an **International Travel Request** notification from PantherSoft Financials with a link to the TA and clicks on the link.

International Travel Request

 fin-panthersoft@FIU.EDU
To                                                                               

Reply Reply All Forward ...

Wed 4/7/2021 2:55 PM

Note: This message originated from outside the FIU Faculty/Staff email system.

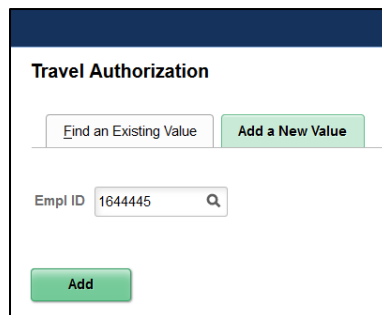
A travel authorization request to a non-U.S. destination Afghanistan,Kabul has been submitted. As of xxxx [date when effective], FIU requires each traveler to complete a short questionnaire associated with export control regulations prior to approval of the travel authorization. Please use the below link to access the questionnaire. The travel authorization approval process will proceed once you have satisfied all export control requirements.

A comprehensive overview of export control regulations, definitions, FAQs and more can be viewed here: <https://exportcontrol.fiu.edu>

https://myfstage.fiu.edu/psc/fscm_22/EMPLOYEE/ERP/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?CONTEXTIDPARAMS=TEMPLATE_ID:PTPPNAVCOL&scname=ADMN_TRAVEL_AUTHORIZATION&PanelCollapsible=Y&PTPPB_GROUPLET_ID=FIU_TRAVEL_AUTORIZATION_1&CRefName=ADMN_NAVCOLL_32

Thank You,
fin-panthersoft

The link will direct the Traveler to log into PantherSoft Financials and populates the **Create/Modify** Travel Authorization screen.



Travel Authorization

Find an Existing Value Add a New Value

Empl ID 1644445

Add

- Select the Find an Existing Value tab and click on Search to locate the *“Pending”* TA. Open it by clicking the **Authorization ID** link.

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ **Search Criteria**

Search by: Authorization ID ▼ begins with

Limit the number of results to (up to 300):

Search | Advanced Search

Search Results

View All | 1-2 of 2

Authorization ID	Description	Name	Empl ID	Status	Creation Date
0000163633	T	Ortega,Diana C	1714492	Pending	05/06/2021
0000163632	TT	Ortega,Diana C	1714492	Pending	05/06/2021

[Find an Existing Value](#) | [Add a New Value](#)

- Proceed to the **Summary and Submit** page of the TA. A message will appear, advising of the new Export Control questionnaire requirement.

Travel Authorization

Modify Travel Authorization

Luis Aguilera

Actions: Choose an Action | GO

*Business Purpose: Training | Default Location: Afghanistan,Kabul | Authorization ID: 0000163382 | Pending

*Description: TEST - Foreign TA as Proxy | *Date From: 04/20/2021 | *Date To: 04/23/2021

Totals: View Printable Version | Export Controls Review | Notes

This trip has a non-U.S. destination. (25000,23)

As of xxxx, FIU requires each traveler to complete a short questionnaire associated with export control regulations prior to approval of the travel authorization. Please click on Export Control Review link to access the questionnaire. The travel authorization approval process will proceed once you have answered and saved all export control questions.

OK

NOTE: This message will appear until the TA is submitted.

8. Click on the Export Controls Review link.

Travel Authorization

Modify Travel Authorization [Save for Later](#) | [Travel Authorization Details](#)

Luis Aguilar Actions:

*Business Purpose: Default Location: Afghanistan, Kabul Authorization ID: 0000163382 Pending

*Description: *Date From: *Date To:

Totals ⓘ [View Printable Version](#) **Export Controls Review** [Notes](#)

Projected Expenses (1 Line)	100.00 USD	Denied Expenses	0.00 USD
Total Authorized Amount		100.00 USD	

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

9. Complete the **Export Control Questions** by completing the following:

Export Controls Questions

Please answer the following questions to the best of your ability. Should you be uncertain about any of the responses, please default to YES and our export controls reviewer will contact you to assist you further.
Click here for FAQs on Export Controls: <http://exportcontrol.fiu.edu>

1. Will you be transporting (either through carry-on luggage or checked bags) laboratory instruments, tools, samples, raw materials, or prototypes? YES NO

2. Will you be traveling with a portable electronic device containing proprietary export controlled data, or data which is associated with an export-restricted research project or instrument that you have been or are working on currently (even if such data has nothing to do with the purpose of your immediate travel)? YES NO

3. Will you be transporting any device that incorporates specialized scientific software (not including typical operational software such as Microsoft Office, Adobe, etc.) or software programs containing or constituting specialized cryptographic functionality (not including routine commercial laptop cryptographic protection)? YES NO

4. Will you be providing any specific training or technical assistance to another individual, entity, or governmental institution (or representatives) beyond scientific collaboration in fundamental research? YES NO

5. Are you planning to engage with an institution or organization with whom FIU does not currently have a formal partnership? YES NO

Traveler's Export Controls Notes I will be meeting with the ATD chapter in Kabul on the first day of the trip 04/20/2021.

For any "YES" response, please include more details, for example: "1. taking prototype tissue scanner in carry-on luggage" or "4. forensic techniques training provided only to U.S. military personnel abroad, not to any non-U.S. citizens or entities".

If you have answered any of the above questions with YES, or your destination is deemed a high risk country as per the Florida State or federal government, our export control reviewer will assist you within 2 business days to ensure that you and FIU do not violate any export controls regulations during your travel.

SAVE Click SAVE to proceed. By saving your responses, you certify that you have answered these questions truthfully and you understand that inaccurate responses could result in an export controls violation.

OK **Cancel**

- a. Answer all five (5) questions with a "YES" or "NO".
- b. Enter a short description (under 50 words) in the **Traveler's Export Controls Notes** field for each question answered with "YES".
- c. Click the **SAVE** button.
- d. Click the **OK** button.

10. The Traveler may now submit the TA on the **Summary and Submit** screen by selecting the “I certify...” statement checkbox and clicking the **Submit Travel Authorization** button.

Travel Authorization

Modify Travel Authorization Save for Later Travel Authorization Details

Luis Aguilar Actions: Choose an Action **GO**

*Business Purpose: Training Default Location: Afghanistan, Kabul Authorization ID: 0000163382 Pending

*Description: TEST - Foreign TA as Proxy *Date From: 04/20/2021 *Date To: 04/23/2021

Totals View Printable Version Export Controls Review Notes

Projected Expenses (1 Line)	100.00 USD	Denied Expenses	0.00 USD
Total Authorized Amount		100.00 USD	

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

Submit Travel Authorization

NOTE: The TA cannot be saved or submitted by the Traveler without completing the Export Control questionnaire. If the Traveler attempts to save the TA without completing the questionnaire, they will see the following message.

Please answer all questions. (25000,20)

OK

Export Control Reviewers

Export Control screening and approval will be required as the first step in the [TA's Approval Workflow](#) if any of the Export Control questions are answered with a "YES" or if the travel destination is considered a State Sponsor of Terrorism (SSOT) country.

The screenshot displays the 'Travel Authorization' page in the 'Travel and Expense Center'. The user is Luis Aguilar. The authorization ID is 0000163382, submitted for approval on 04/07/2021 by Kela Williams. The business purpose is 'Training' to 'Afghanistan, Kabul'. The description is 'TEST - Foreign TA as Proxy'. The date range is from 04/20/2021 to 04/23/2021. The total authorized amount is 100.00 USD. A checkbox is checked, certifying the information. The approval history shows the request was submitted by Luis Aguilar on 04/08/2021 at 8:23:56AM. The 'Export Controls Screening (Pooled)' step is highlighted with a red box.

NOTE: Travel Authorizations with a foreign destination that are sent back by an approver, need to be resubmitted by the traveler, not the Proxy.

To approve transactions, use the drop down at the top of the homepage to select **Manager Self-Service** or other approving home pages.

1. Click the **Travel & Expense Approvals** Tile.

The screenshot shows the 'Manager Self-Service' homepage with several approval tiles. The 'Travel & Expense Approvals' tile is highlighted with a red box. Other tiles include 'Budgets', 'Travel & Expense Center', 'Worklist', 'Requisition Approvals', and 'Payroll Transfer Approvals'.

2. Click on the blue links to review the transaction.

Urgency	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status
■	Travel Authorization	1.00	USD	Baker, Jennifer Lynn	6167957	Test Export Control Process	0000163471	04/19/2021	SU Ap
●	Travel Authorization	5000.00	USD	Figueredo, Maria Clara	6126051	Turtle Field Work in Mexico	0000163569	05/04/2021	SU Ap
■	Travel Authorization	900.00	USD	Ninazunta Anaguano, Mayra	6205078	Field work in Costa Rica	0000163578	04/30/2021	SU Ap

3. A Summary page will appear, allowing the approver to review the transaction's details.

Travel & Expense Approvals

[Travel Authorization](#)

Approve Travel Authorization

Travel Authorization Summary

A
[User Defaults](#)

General Information

Description	TEST - Foreign Destination TA	Authorization ID	0000163380
Business Purpose	Training	Reference	
Status	Submitted for Approval	Description	Afghanistan, Kabul
Date From	04/20/2021	To	04/23/2021
Updated on	04/08/2021 8:40:42AM	By	6270826

Urgency:
B
[Export Controls Review](#)
C
[Attachments](#)
D
[Notes](#)

Accounting Defaults More Options

You can deny individual expenses and still approve or send back the overall report.

Details

E 1-1 of 1

Expense Type	Date	PC Business Unit	Project	Activity	Amount	Currency	Approve
Foreign Airfare	04/20/2021				100.00	USD	<input checked="" type="checkbox"/>

Totals

Total	100.00 USD
Less Non-Approved	0.00 USD
Total Authorized	100.00 USD

Information available for approvers to review includes:

- a. **General Information** – These are header details that pertain to the trip such as the Traveler’s destination, business purpose, and travel dates (From and To).
- b. **Export Controls Review** – This link, used by Export Control reviewers, provides access to the Traveler’s responses to the 5-question pre-departure Export Controls questionnaire.

Export Controls Questions

Please answer the following questions to the best of your ability. Should you be uncertain about any of the responses, please default to YES and our export controls reviewer will contact you to assist you further.

Click here for FAQs on Export Controls: <http://exportcontrol.fiu.edu>

1. Will you be transporting (either through carry-on luggage or checked bags) laboratory instruments, tools, samples, raw materials, or prototypes? YES NO
2. Will you be traveling with a portable electronic device containing proprietary export controlled data, or data which is associated with an export-restricted research project or instrument that you have been or are working on currently (even if such data has nothing to do with the purpose of your immediate travel)? YES NO
3. Will you be transporting any device that incorporates specialized scientific software (not including typical operational software such as Microsoft Office, Adobe, etc.) or software programs containing or constituting specialized cryptographic functionality (not including routine commercial laptop cryptographic protection)? YES NO
4. Will you be providing any specific training or technical assistance to another individual, entity, or governmental institution (or representatives) beyond scientific collaboration in fundamental research? YES NO
5. Are you planning to engage with an institution or organization with whom FIU does not currently have a formal partnership? YES NO

Traveler's Export Controls Notes: I will be meeting with the ATD chapter in Kabul on the first day of the trip 04/20/2021.

For any "YES" response, please include more details, for example: "1. taking prototype tissue scanner in carry-on luggage" or "4. forensic techniques

- c. **Attachments** – Attachments can be viewed or added here.

Travel Auth Attachments

Travel Authorization ID 0000163844

Details

File Name	Description	User	Name	Date/Time Stamp
View				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

- d. **Notes** – Notes can be used to write in any information the approver wishes to communicate to the traveler or those upcoming in the workflow.

- e. **Details** - Provide a list of all expense added to the transaction. These can be reviewed in detail via the **Expense Type** links.

Details

Expense Type	Date	PC Business Unit	Project	Activity	Amount	Currency	Approve
Foreign Airfare	04/20/2021				100.00	USD	<input checked="" type="checkbox"/>

4. An Approver may choose to select the following actions: **Approve**, **Send Back**, or **Hold**.

Approve: Approves the transaction for the approver’s role and moves the transaction to the next step in the approval workflow. The transaction must be budget checked and its budget status must be “Valid” before it can be approved. The automated budget checking job runs at 8 am, 11 am, and 2 pm. If the TA has not been budget checked and it needs to be approved right away, follow the steps for budget checking in the [Budget Check Manually](#) section of this document.

Send Back: Returns the transaction to the submitter. Comments must be entered in the Comments field. A Budget Check is not required. The approver needs to send back the TA if it is in Budget Error.

Hold: Holds the transaction in the approver’s queue and removes it from other approvers in the same level.

Budget Check Manually

The approver must budget check only if the Budget Status is “Not Budget Checked”.

- a. Click the [Budget Options](#) link.

- b. Click the **Budget Check** button on the Commitment Control window.

- c. Click the **OK** button once the **Budget Checking Header Status** updates.

