

The PantherSoft Financials System now includes enhancements that address [foreign travel screening requirements](#). These stem from concerns related to undue foreign influence and threats raised by federal/state agencies. A [traveler](#) **OR** [proxy](#) may create a Travel Authorization Request (TAR). The foreign travel screening questionnaire may only be completed by the **traveler**. The traveler **OR** proxy may complete required questions on the [Expense/Post Travel Compliance Report](#) (ER) to be [printed](#), but must be signed and if needed initialed by the traveler.

Export control regulations, definitions, FAQs and more can be viewed [here](#).

Foreign Travel Guidance and Screening Questionnaire for Foreign Destination TAs

When a foreign destination is selected, the **Traveler** must complete a pre-departure Foreign Travel Guidance and Screening Questionnaire, on the **Summary and Submit** page of the Travel Authorization (TA) before it can be submitted for approval.

If any of the first six Screening Questionnaire questions are answered with a “YES”, “NOT SURE”, or if a travel destination is considered a Foreign Country of Concern (FCC), the TA will be routed for a required [Export Control Screening](#) and approval as the first step of the TA’s approval workflow.

A description is required in the **Traveler’s Additional Notes** field for each question answered with “YES”.

Foreign Desintation Expense Report Requirements

Additional questions are required on foreign destination Expense Reports (ER) via the [International Travel link](#) on the **Review and Submit** page. Any **payments or honoraria** made directly to the traveler, or on behalf of the traveler, (i.e., to cover some or all expenses) by an entity or person, including for travel, food, or lodging at any time related to the trip must be indicated here. For trips to Foreign Countries of Concern (FCCs), any **Institutions/Organizations** visited must be reported as well

Expense Report Summary		Approval Status
Total (2 Items)	150.00 USD	Report ID 0000400979
Prepaid Expenses	100.00 USD	
Due to Employee	50.00 USD	

Expense Report printouts for non-FCC destinations will include information, if any, for **payments and honoraria**.

International Travel
Report ID: 8000405343
Travel Authorization ID: 8000173888

Payments and Honoraria Received
Please report any payments or honoraria directly (i.e., paid directly) or on the traveler's behalf(s), to cover some or all expenses (or an international entity or person, including travel, food, or lodging) at any time related to this trip. Payments on the traveler's behalf may include some or all expenses, or other complimentary items provided, that are not promotional items customarily given at conferences such as pens, plaques, etc.

Do you have items to report for Travel? No Yes
Do you have items to report for Food? Yes No
Lunch on Day 1
Detailed Description
Total USD Amount: 352.00
Name of paper person or entity: SPACE EXHIBITS, INC.
Do you have items to report for Lodging? No Yes
Do you have items to report for Other? No Yes

Payments and Honoraria Received During This Trip

Type	Detailed Description	Total Amount	Responsible Party
FOOD	Lunch on Day 1	1.00	SPACE EXHIBITS, INC.
DINNER		1.00	
DINNER		1.00	

Expense Report printouts for FCC destinations will include the same information in addition to any **institutions/organizations** visited.

International Travel
Report ID: 8000405344
Travel Authorization ID: 8000173888

Payments and Honoraria Received
Please report any payments or honoraria directly (i.e., paid directly) or on the traveler's behalf(s), to cover some or all expenses (or an international entity or person, including travel, food, or lodging) at any time related to this trip. Payments on the traveler's behalf may include some or all expenses, or other complimentary items provided, that are not promotional items customarily given at conferences such as pens, plaques, etc.

Do you have items to report for Travel? No Yes
Do you have items to report for Food? Yes No
Lunch on Day 1
Detailed Description
Total USD Amount: 280.00
Name of paper person or entity: ANGIN NCP, US/USO
Do you have items to report for Lodging? No Yes
Do you have items to report for Other? No Yes

Institutions or Organizations Visited (FCC Destinations)

Country	Institutions or Organizations Visited	Initials
Cuba	Cuba's Name	
Cuba	Union de Armas	
Cuba	Angin NCP/USO	

NOTE: The traveler must sign the ER and initial next to any institutions/organizations visited within FCC destinations as indicated above.