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.

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

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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**.

- **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.

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

![Travel Authorization Screen](image)

**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.

![Export Control Questionnaire Message](image)

### Proxy Creates Travel Authorization on Behalf of Traveler

1. 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.

2. Click **Save for Later**

![Proxy Travel Authorization](image)
3. Proceed to the **Summary and Submit** page of the TA. A message will appear, advising of the new Export Control questionnaire requirement.

![Travel Authorization Screenshot](image)

4. Click on the **Traveler Notification** Button

![Travel Authorization Screenshot](image)

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.

![Notification Screenshot](image)
5. The Traveler receives an **International Travel Request** notification from PantherSoft Financials with a link to the TA and clicks on the link.

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

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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://exportcontrol.fiu.edu)

https://myfsstage.fiu.edu/pcc/iscm_22/EMPLOYEE/ERP/u/NUI_FRAMEWORK.PT_GOSTARTPAGE_NUL.GBL?
CONTEXTIDPARAMS=TEMPLATE_IDTPPNAVCOLl&name=ADMIN TRAVEL AUTHORIZATION&PanelCollapsible=Y&TPP98 GROUPET ID=FIU TRAVEL AUT
ORIZATION &&_RefName=ADMIN_NAVCOLL_22

Thank You,
fin-panthersoft
6. Select the Find an Existing Value tab and click on Search to locate the “Pending” TA. Open it by clicking the Authorization ID link.

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

NOTE: This message will appear until the TA is submitted.
8. Click on the Export Controls Review link.
9. Complete the Export Control Questions by completing the following:

- 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.
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.

![Modify Travel Authorization screen](image)

**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.

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

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

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