

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 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	

**Additional Information**

- Travel Authorization: 0000170591 is associated to this report. >
- View Analytics >
- Benefits to FIU or Projects: 1 >
- International Travel >** (highlighted with a red box)
- View Printable Report >

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

**International Travel**  
Report ID: 8000405343  
Travel Authorization ID: 8000172888

**Payments and Honoraria Received**  
Please report any payments or honoraria directly (i.e., paid directly to or on the traveler's behalf), to cover some or all expenses by 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: Lunch on Day 1  
Total USD Amount: 352.00  
Name of paper person or entity: SHPE EARTH 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	352.00	SHPE EARTH INC
LODGE		0.00	
OTHER		0.00	

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: 8000172888

**Payments and Honoraria Received**  
Please report any payments or honoraria directly (i.e., paid directly to or on the traveler's behalf), to cover some or all expenses by 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: Lunch on Day 1  
Total USD Amount: 352.00  
Name of paper person or entity: SHPE EARTH INC  
Do you have items to report for Lodging?  No  Yes  
Do you have items to report for Other?  No  Yes

**Summary of Institutions or Organizations Visited**

Inst. Name	Inst. Location	Inst. Address	Inst. Phone
Cuba's Name	Cuba's Name	12345 678 91011	(123) 456-7890
Cuba de Armas	Cuba de Armas	12345 678 91011	(123) 456-7890
Cuba's Name	Cuba's Name	12345 678 91011	(123) 456-7890

**Expense Report**  
Employee: Report ID: 8000405344  
Reference: Business Purpose: Conference

**Expense Lines**

Date	Expense Type	Non- reimbursable	No Receipt	Payment Type	Transaction Amount	Exchange Rate	Amount
	Description		Additional Information		Merchant		Location
	FOOD				352.00		SHPE EARTH INC
	LODGE				0.00		
	OTHER				0.00		

**Expense Report**  
Employee: Report ID: 8000405344  
Reference: Business Purpose: Conference

**Expense Lines**

Country	Institutions or Organizations Visited	Initials
Cuba's Name	Cuba's Name	
Cuba's Name	Cuba de Armas	
Cuba's Name	Anglo N.Y.U.	

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