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

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

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