

SUBJECT: Travel to Restricted Destinations	Effective Date: 1/24/2017	Policy Number: 2-903.2
	Supersedes: 2-903.1	Page Of 1 4
	Responsible Authority: Vice Provost for Faculty Excellence & UCF Global	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 1/11/2012

APPLICABILITY/ACCOUNTABILITY

This policy applies to any member of the university community intending to travel to parts of countries, entire countries, or regions for which a U.S. Department of State travel warning, health related travel alert, and/or a CDC warning Level 3 has been issued and for which university funds will be used, academic credit provided, or an implied connection to the university between the traveler and reason for travel exists.

BACKGROUND INFORMATION

As a general rule, UCF will not lead, sponsor, endorse, or promote travel to countries that are under a U.S. Department of State travel warning or for which the CDC has issued a travel health warning Level 3. Additionally, travelers should take due caution for travel to countries that are under a U.S. Department of State travel alert or CDC alert Level 2. However, to avoid an undue burden on members of the community whose research or educational program necessitates travel to any of these areas, UCF has established a process through which an exception may be granted based on the details of the specific travel. Considerations for exceptions include, but are not limited to, the following:

- Academic relevance/ essentiality of the proposed activity
- Urgency of the travel
- Specific text and nature of the travel warning
- Experience and training of the faculty organizers or in-country staff members
- A plan to minimize risk to the participants.

POLICY STATEMENT

Prior approval by the provost or provost designee is required for travel to countries for which a U.S. Department of State travel, health related travel alert, and/or CDC warning Level 3 has been issued and for which university funds will be used, academic credit provided and/ or there is an implied connection to the university. The university may also restrict certain other destinations, at its discretion, where the security, health, and/or political situation is unstable. This restriction does not apply to privately funded travel that is not related to university business or is in no way affiliated to UCF (e.g., a personal vacation). Further, this restriction does not apply to travel to specific regions, cities, or areas on an approved exceptions list maintained by International Programs Health & Safety, provided travel is not through or including a stop in a restricted destination.

Travel expenses, including per diem, must be authorized by a purchase order (PO). PO's shall not be generated for travel to a restricted destination until approval is granted per this policy.

Reimbursements to travelers will not be issued unless a PO has been approved in accordance with this policy. Travel must not commence prior to the creation of a PO. The use of a PCard for travel expenses to a restricted destination is also prohibited without approval granted per this policy and all other procurement actions. Failure to acquire approval prior to travel or the purchase of related expenses may result in restrictions on future travel requests; withdrawal of funding, academic credit and/or disciplinary action. Use of university funds for activities related to or involving travel to a terrorist state as designated by the U.S. Department of State is prohibited by Florida Statute, Chapter 1011.

DEFINITIONS

CDC Warning Level 3. Statements issued by the Centers for Disease Control and Prevention which warns travelers to avoid nonessential travel and informs them about current health issues related to specific destinations.

Implied Connection To The University. Pursuant to this policy, implied connection will refer to relationships including, but not limited to, the following:

- Conference attendance, research or presentations in pursuit of professional development within one's field of study regardless of funding
- Travel for which university provided accident & sickness insurance is provided
- Travel for which a dean, chair, or supervisor is required to provide approval
- Travel during which the traveler represents UCF

Terrorist State. Countries determined by the Secretary of State to have repeatedly provided support for acts of international terrorism.

Travel. Pursuant to this policy, travel will refer to trips that are sponsored by the university including, but not limited to, the following:

- UCF administered study abroad programs
- OSI administered alternative spring break programs

- Trips for which the participant will receive academic credit
- Travel for research, presentation, or conference attendance purposes in which the traveler or group members will receive university funding
- Travel where there is an implied connection to the university

Travel Alert. Statement issued by the U.S. Department of State for probable short term events. These may include an election season that is bound to have many strikes, demonstrations, or disturbances; a health alert like an outbreak of H1N1; or evidence of an elevated risk of terrorist attacks.

Travel Warnings. Statements issued by the U.S. Department of State when long-term, protracted conditions make a country dangerous or unstable or when the U.S. government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a decrease in staff.

University Funds. Any form of legal tender accepted by, passing through, or residing with the university.

PROCEDURES

1. Exceptions may be sought through an online petitions process which will route requests to the appropriate offices for review. Please refer to <https://www.international.ucf.edu/> or contact International Programs Health & Safety for more information.
2. Requests should be made at least two to three weeks prior to departure to allow time for review and the implementation of risk mitigation measures. Depending on the travel, more time may be needed before approval can be granted. In some cases, applicable federal licenses may take up to 90 days to acquire. Travelers are highly recommended to contact the Office of Export Compliance and review UCF Policy 4-209 to determine applicable regulations and requirements.
3. Travel to countries under a U.S. sanction or embargo may require additional government approval.
4. There may be other restricted destinations for UCF travelers working on projects or with equipment of a sensitive nature. For more information on export controls, you can visit the Office of Export Compliance (listed below).

RELATED INFORMATION

U.S. Department of State Travel Warnings <https://travel.state.gov/>

Centers for Disease Control and Prevention <http://www.cdc.gov/>

Policy 4-209 *Export Control* <http://policies.ucf.edu/documents/4-209ExportControlPolicy.pdf>

Office of Research & Commercialization Export Compliance
<http://www.research.ucf.edu/ExportControl/index.html>

U.S. Department of State Country Policies and Embargoes
http://www.pmddtc.state.gov/embargoed_countries/index.html

INITIATING AUTHORITY

Provost and Executive Vice President

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>2-903.2</u>	A. Dale Whittaker Provost and Executive Vice President
Initiating Authority: <u></u>	Date: <u>11/20/2016</u>
University Policies and Procedures Committee Chair: <u></u>	Date: <u>1/9/2017</u>
President or Designee: <u></u>	Date: <u>1/23/19</u>

History 2-903 1/11/2012; 2-903.1 12/3/2014