

MEMORANDUM

To: All Faculty and Staff

From: Kenneth G. Furton, Provost & Executive Vice President
Pablo Ortiz, VP for Regional & World Locations

Date: June 10, 2020

Re: International Travel Update

Our International Travel Committee (ITC) continues to monitor the developing Coronavirus (COVID-19) pandemic and is cognizant of faculty and staff being anxious to resume traveling for academic and business purposes. Taking into consideration information from the Centers for Disease Control and Prevention (CDC), U.S. Department of State, World Health Organization (WHO) and our own experts, I have accepted the ITC's recommendations. Please be advised of the following:

- International travel for faculty and staff remains suspended for the Summer semester, until July 31, 2020. The same restriction remains in place for visiting scholars and delegations from abroad. There is no guarantee that this suspension will be lifted after July 31 and as such, faculty and staff should not commit to trips (i.e. planning with partners abroad or booking airfare).
- Only trips that are associated with scientific contributions towards reducing the COVID-19 pandemic, or are otherwise deemed essential, may be granted an exception. Travel exception petitions may be submitted online [here](#) for ITC review. The ITC will evaluate the associated risks and outline conditions under which an exception for travel may be granted.

If a travel exception is granted, the traveler will be advised that s/he must:

- submit a travel authorization request (TAR) via the regular process in Panthersoft after obtaining ITC approval. Attach ITC approval email to TAR and expense report as supporting documentation.
- follow the requirements and recommendations stipulated in FIU's [International Travel Policy](#) and the [TAR travel advisory](#)

- register the trip with the U.S. Department of State's (DOS) [Smart Traveler Enrollment Program](#) (STEP) and forward enrollment confirmation (auto-email) to intltravel@fiu.edu
- check in with FIU Global (contact global@fiu.edu) for a pre-departure briefing on destination-specific risks, arrival (abroad and returning home) requirements such as mandatory quarantine, insurance coverage in- and exclusions etc.

Further information concerning in- and outbound travel for Fall 2020 is forthcoming soon and will be aligned with protocols established by the [Campus Repopulation Task Force](#).

Should conditions improve significantly in the meantime, we will re-evaluate the risks and may modify these restrictions. For questions concerning these restrictions please contact Gitta Montoto, Interim Chair, ITC, at gmontoto@fiu.edu.

Please continue to visit our dedicated [coronavirus website](#) for updated information and answers to frequently asked questions that can help you navigate the next few weeks.