

UF/IFAS Summer 2021 Travel Guidance and Checklist

The Department of State and Centers for Disease Control (CDC) still strongly discourages travel at this time. As of April 2021, the Department of State has designated nearly 80% of all countries as **Level 4: Do Not Travel** due to local COVID-19 and other safety factors.

Individuals should submit essential travel requests only if they are fully aware of, comfortable with and prepared to address the health, safety and financial risks associated with travel. This is especially relevant for students.

Please note that with the exception of COVID-related entry requirements, the remainder of this checklist describe the standard processes required for UF/IFAS travel. UF/IFAS recommends completing this checklist prior to travel and using the remaining space for notes. The completed checklist can then be uploaded to your TA in MyUFL as backup documentation.

Process/description with link	Required or Recommended?	Completed?
Approved essential travel/meeting request via the portal . *Requests for student travel should originate from faculty. *Do not share an individual traveler’s vaccination status in your request.	Required	
Review the destinations current Department of State Travel Advisories and the US Embassy website for the planned destination(s) for updated information on local COVID-19 updates, including testing requirements, available labs, curfew updates, and quarantine requirements.	Recommended	
Many countries have their own entry and visa requirements. Links to Embassy webpages are available on the Department of State’s Travel Advisories website (see above link).	Recommended	
If the traveler is on a visa, they should contact their International Student Services (ISS) or Exchange Visitor Services (EVS) advisor well ahead of departing the US.	Required, if applicable	
Know the requirements of your funding source regarding foreign travel (e.g., Fly America Act, sponsor approvals). Talk to your department’s fiscal and grants employees.	Required	
Will you be taking data, software, or equipment that may be subject to Export Controls? Complete the International Activities Checklist . Contact the Export Control Office	Required, if applicable	
If traveling as an outside activity, seek pre-approval via the outside activity process . Allow sufficient time for approval prior to departing. You should have a TA for “comp’d” travel.	Required, if applicable	
Ensure all necessary IRB and/or IACUC approvals are in place, including arrangements for human subjects payments to foreign nationals .	Required, if applicable	
It is highly recommended that travelers sign up for the Department of State’s Smart Traveler Enrollment Program	Recommended	

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<p>If the travel is for more than three weeks while the traveler is paid as an employee, the traveler must <u>fully and accurately</u> complete the Global AWL form. The traveler must receive the returned, fully signed form prior to making travel arrangements. IFAS-HR recommends completing the form no later than one month prior to departure.</p>	<p>Required</p>	
<p>If a traveler will be taking UF-owned devices, the individual will to complete the Foreign Travel Equipment Authorization through MyAssets.</p>	<p>Required, if applicable</p>	
<p>Travelers should have a Travel Authorization (TA) approved in MyUFL.</p>	<p>Required</p>	
<p>Travelers should complete the UFIC travel registration for the UF business portion of the trip.</p>	<p>Required</p>	
<p>The US is requiring COVID-testing prior to return/re-entry to the US.</p>	<p>Recommended</p>	

Notes: