

Complimentary Travel Approval Form

Traveler's Name <input type="text"/>		Traveler's Employee ID <input type="text"/>	
General Information			
Description: <input type="text"/>		Comment : <input type="text"/>	
Business Purpose <input type="text"/>			
Default Location: <input type="text"/>		Benefit To State: <input type="text"/>	
Date From: <input type="text"/>	Time From: <input type="text"/>		
Date To: <input type="text"/>	Time To: <input type="text"/>		

This form is hereby incorporated to be used by all employees and authorized persons when requesting approval of travel that is being paid in it's entirety by an outside funding source.

This form shall be signed by the Traveler, Travel Approver, and Budget Approver stating that the travel is incurred in connection with official university business.

A copy of this completed form shall be provided to the Controller's Office, and become the official document for approval of complimentary travel.

In 2021, the Florida Legislature passed HB 7017, which created several different laws surrounding foreign influence in higher education, citing several "foreign countries of concern," including: the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, and the Syrian Arab Republic. The reference to "foreign countries of concern" also includes any agency of or any other entity under significant control of such foreign country of concern. Pursuant to 1010.35, F.S., FAMU is required to establish an approval and monitoring program for all foreign travel by January 1, 2022. The program requires that the FAMU Office of Research Integrity preapproves and screens any employment-related foreign travel and employment-related foreign activities engaged in by all faculty, researchers, and research department staff.

In addition, the U.S. government maintains country-specific sanctions programs, which comes with varying levels of restrictions. Countries that are currently subject to comprehensive embargoes by the U.S. government include: (1) Cuba; (2) Iran; (3) North Korea; and (4) Syria.

Travel to any comprehensively sanctioned country, if permitted, will require significant regulatory compliance.

Such compliance is not limited to federal and state regulations, but also the procedures that the University has implemented in reviewing university-supported travel requests.

By your signature, you, as the Traveler, acknowledge that you have reviewed the University's guidance related to countries of concern or other restrictions of the State of Florida or the United States government. You agree to comply with the University's limitations on travel and activities abroad and obey all applicable federal and state laws, as well as University policies and procedures.

Approvals below indicate the above-named traveler has been approved for Travel.

Traveler's Signature

Printed Name of Traveler

Department Approver

Printed Name of Department Approver, PI, DEAN

If the Complimentary Travel is international, then the following signatures must be secured before approval is granted.

Signature of Dean

Printed Name of Dean

Signature of International Programs

Printed Name of International Programs

Signature of Provost

Printed Name of Provost

Signature of the President

Printed Name of President

Signature of Research Integrity

Printed Name of Research Integrity

Email completed form to the Travel office (traveldocs@famu.edu) for scanning into Image Now.