International Travel Do’s and Don’ts

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Office of Compliance
International Travel -- Overview

- USC encourages faculty, staff, and students to participate in university-related international travel activities.

- USC also has several international offices that support:
  - Recruiting efforts;
  - Partnerships with foreign universities, governments, and other institutions; and
  - Exchange activities.

- However, international travel also presents legal and safety issues under United States law and university policy.
International Travel -- Overview

These issues can arise based on:

- Travel destination
- Who is traveling
- What the traveler is taking with him/her
- Who the traveler will be working with abroad
- Information Security considerations
- Safety and emergency planning
Destination

- Determine if there is a travel warning issued by the State Department. ([http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html))
- Determine if there are OFAC sanctions in place. ([http://www.treasury.gov/RESOURCE-CENTER/SANCTIONS/Programs/Pages/Programs.aspx](http://www.treasury.gov/RESOURCE-CENTER/SANCTIONS/Programs/Pages/Programs.aspx)).
- Contact the Office of Compliance for any intended travel to Cuba, Iran, Syria, North Korea, Sudan, or Liberia.
Destination

- Enroll in the State Department’s Smart Traveler Enrollment Program (“STEP”) for time sensitive updates. (http://travel.state.gov/travel/tips/registration/registration_4789.html)

- Review the State Department’s Consular Information Sheet for destination country. (http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html)

- Visit the CDC website and review the travel notice for the destination. (http://wwwnc.cdc.gov/travel).
Who Is Traveling?


✈️ If students are traveling, review USC’s Student Travel Policy at [http://studentaffairs.usc.edu/files/2013/06/Memo-and-Policy-for-International-Student-Travel-FINAL.pdf](http://studentaffairs.usc.edu/files/2013/06/Memo-and-Policy-for-International-Student-Travel-FINAL.pdf) and consult with Student Affairs. ([http://studentaffairs.usc.edu/departments/ssa/ssa-overseas/](http://studentaffairs.usc.edu/departments/ssa/ssa-overseas/)).
What Are You Taking With You?

- Do not take a computer that has any non-commercial, special purpose encryption security.
- Do not place any export controlled documents on your computer when traveling internationally.
- Do not take any biological or chemical samples without consulting Environmental Health & Safety. ([http://www.sc.edu/ehs/](http://www.sc.edu/ehs/)).
Who Will You Be Working With?

- **Foreign Corrupt Practices Act (FCPA):** Do not offer anything of value to a foreign government official in order to retain business, direct business to a particular party or otherwise obtain an unfair advantage.

- Review OFAC’s specially designated national (SDN) list to ensure that none of the persons or entities with whom the researcher will collaborate appear on the list ([http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx](http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx))
Information Security

- Do not store sensitive data on any internal or external local media.
- Leave any sensitive data stored securely on USC servers. If access is needed, it should be done via VPN.
- Back up all information to be taken and leave back-up at home.
- Create strong passwords (numbers, upper and lower case numbers, special characters – at least 8 characters long).
- Download current antivirus and spyware protection, OS Security patches, and turn on a personal firewall.
Information Security (con’t.)

- Do not take sensitive information if at all possible. If you must, encrypt the data.
- Do not send sensitive data via fax, computer, or mobile phone.
- Sanitize mobile devices so there is no sensitive contact, research, or personal data.
- Don’t leave electronic devices unattended.
- Don’t use USB flash drives.
- Avoid transporting mobile devices in checked baggage.
- Don’t open e-mails from unknown sources.
Emergency Contact Information

USC Travel Emergency Hotline:
(213) 821-1042
Questions?