



Research Administrator's Forum – 12/5/13

# **International Travel Do's and Don'ts**

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## 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>).

- ◆ 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](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](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 faculty or staff are traveling, purchase commercial transportation using a USC Contract Travel Agency (STA Travel, Carson Wagonlit, Orbitz, Crown International, Anthony Travel).  
(<http://fbs.usc.edu/depts/travel/page/1222/contract-travel-agencies/>)
- ◆ 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> and consult with Student Affairs.  
(<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/>).

## 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>)



## 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**

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**Questions?**