

UNC-Chapel Hill International Traveler's Toolkit

Developed by OVCR, IIRM,
OVPGA, ITS, and OUC



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL



Toolkit Explanation

This International Traveler's Toolkit is designed to provide critical information and useful tips to consider when traveling globally for University-affiliated activities.

While some information in this toolkit may be useful for EPAP-related travel also, individuals are reminded that they should use their personal equipment, such as laptops, for EPAP activities. Use of University equipment is not permissible given the additional security concerns related to malware or possible security breaches of non-public data stored on University laptops.

University Requirements & Resources



- **University-affiliated travel includes all travel funded by the University, as well as all travel for academic credit.** It does not include travel that is conducted for personal reasons, including any external professional activities for pay.
- Travelers are required to comply with all UNC System and University travel-related policies and procedures. Please review the following websites for policies and resources prior to your trip:
 - UNC Global Travel: <https://global.unc.edu/travel-operations/travel-policies/>
 - UNC Finance Travel: <https://finance.unc.edu/services/travel/>
 - UNC Travel Policies: <https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=131466> (and related policies on this website)
- Students, faculty, and staff are required to have international health insurance when on University-affiliated travel. Please view the following website for more information:
 - UNC Global Travel Insurance Website: <https://global.unc.edu/travel-operations/preparing-for-international-travel/insurance/>
- Depending on the source of funds used for your travel, certain University faculty or staff may have to file a Conflict of Interest (COI) disclosure. Please see the COI policy for more details (<https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=131873>) or the COI website, Individual Conflicts, Travel tab: <https://iirm.unc.edu/coi/conflicts-of-interests/individual-coi/>.

Export Control Requirements



- U.S. export control laws govern the transfer of controlled information, items, and technologies to foreign countries and foreign persons.
- Before you travel internationally:
 - Inventory any physical items you may take with you
 - List all individuals and organizations you plan to interact with
 - Categorize the purpose of your trip (i.e. conference attendance, research collaboration, field work, student recruitment, etc.)
 - Have this information ready to answer travel related questions asked when completing travel pre-approvals
- If you are taking technology/data other than a UNC issued laptop, other requirements may apply. Please visit the Export Compliance Office's International Travel website for guidance (<https://iirm.unc.edu/export-control/international-travel/>).
- The U.S. Department of Treasury has sanctions and embargoes against several countries. Any interaction with a comprehensively sanctioned country likely requires special approval from the U.S. Department of State (which can take months to obtain) and other agencies.
 - Contact UNC's Export Control Office at exportcontrol@unc.edu well in advance (at least 2+ months) for guidance if you plan to travel to Iran, Syria, Sudan, Cuba, or North Korea.

Legal & Compliance Requirements



- **Anti-Bribery laws** (such as the U.S. Foreign Corrupt Practices Act) prohibit providing anything of value to foreign officials to (i) influence the official in his or her official capacity; (ii) induce the official to do or omit to do an act in violation of his or her duty; or (iii) secure an improper advantage in order to assist in obtaining or retaining business. Please consult the [U.S. Department of Justice overview \(https://www.justice.gov/criminal-fraud/foreign-corrupt-practices-act\)](https://www.justice.gov/criminal-fraud/foreign-corrupt-practices-act) for more information.
- **U.S. Anti-Boycott Laws** encourage and, in some cases, require individuals and entities to refuse to participate in or cooperate with foreign boycotts not sanctioned by the U.S. government. These laws also contain significant reporting requirements and impose significant criminal, civil, and tax penalties for non-compliance. Please contact the [Office of University Counsel \(https://universitycounsel.unc.edu/contact-us/\)](https://universitycounsel.unc.edu/contact-us/) with any questions about anti-boycott laws.
- **The Clery Act** requires universities to report statistics for specific crimes on its campuses, as well as adjacent public property and certain leased or rented property. You need to submit Clery reports for Clery reportable incidents you become aware of, regardless of whether the incident occurs on the Chapel Hill campus or an international location. To learn more about the Clery Act, visit the [UNC Police website \(https://police.unc.edu/clery/\)](https://police.unc.edu/clery/).
- **Harassment and Discrimination:** University policy prohibits discrimination and harassment on the basis of protected status in all University educational programs or activities and applies to conduct of individuals participating in a University program or activity occurring outside the U.S. Employees who are Responsible Employees under University policy must share any potential violation of the policy, including sexual violence and assault, with the University's Equal Opportunity and Compliance Office upon receipt of the information. You can also report an incident online. To learn more, visit the [EOC website \(https://eoc.unc.edu/\)](https://eoc.unc.edu/).

Research & Security Requirements



- If your travel is related to a sponsored research award, some sponsors have travel-specific requirements for expenses to be allowable and chargeable to the award. Check the terms and conditions of your award and/or consult with your department or central office research administrator before traveling. Some of the most common requirements include, but are not limited to:
 - **Approval needed before traveling:** Many awards, including federally-funded contracts, require sponsor approval before travel related to the award can occur.
 - **Fly America Act:** Many federally-funded awards, and some privately funded awards, require that all travel follow requirements identified in the Fly America Act, which include using a U.S. flagged carrier airline when possible. Please review the Act carefully before booking your travel. Information on the Act can be found at <https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>.
- All travelers performing University work are subject to the 2019 National Defense Authorization Action Section 889 requirements which prohibit the University from using telecommunication and/or video surveillance equipment or services produced by entities listed in Federal Acquisition Regulation (FAR) 48.C.F.R. [52-204-25](https://www.law.cornell.edu/cfr/text/48/52.204-25) (<https://www.law.cornell.edu/cfr/text/48/52.204-25>). Additional information on the NDAA Section 889 is available [here](https://research.unc.edu/2021/02/02/new-section-on-osr-science-security-webpage/) (<https://research.unc.edu/2021/02/02/new-section-on-osr-science-security-webpage/>). **It is the responsibility of each traveler to ensure compliance with this prohibition when using telecommunications and/or video surveillance equipment or services for purposes of University work that are not provided directly by the University.** Diligence is necessary for locations outside of the U.S., especially China, Malawi, South Africa, Zambia, and Liberia.
- The federal government and the University are extremely concerned about the loss of intellectual property. **Please do not take any unpublished research data on trips, and do not present unpublished data at conferences.** Be careful when engaging audience members, as responses to certain questions may inadvertently result in the release of unpublished data.

Tips – Health & Safety



- **Illness and Injury:** Educate yourself prior to travel on the types of illnesses that are prevalent in the country you will visit and the best methods of prevention, ranging from immunizations prior to departure to behavioral adaptations upon arrival. The Centers for Disease Control and Prevention provides details about travel abroad and [recommended immunizations](https://www.cdc.gov/travel/), as does the [World Health Organization](https://www.who.int/health-topics/travel-and-health#tab=tab_1) (<https://wwwnc.cdc.gov/travel/> and https://www.who.int/health-topics/travel-and-health#tab=tab_1). UNC students can access the [UNC International Travel Clinic](https://campushealth.unc.edu/services/international-travel-clinic) for immunizations (<https://campushealth.unc.edu/services/international-travel-clinic>). Faculty and staff should consult with [UNC Department of Environment, Health and Safety](https://ehs.unc.edu/ueohc/) (<https://ehs.unc.edu/ueohc/>).
- **Road Safety:** Keep road safety in mind when traveling, especially if biking or riding a motorcycle. Helmets may not always be legally required, but are always advised, as the injury and death statistics for the use of motorcycles and similar vehicles are significant. Review international driver's license reciprocity rules, road security, rental vehicle policies, and the laws, rules, and conditions of the roads in the countries to which you will be traveling. Be cautious when using taxis or public transportation.
- **Crime:** Know how to prevent and respond to crimes occurring in another country. Prevention begins at home when you pack. Leave behind items that might make you a target of crime. Learn about local laws and customs. Avoid dangerous and politically charged areas. Have all your documents in order, both with you and at home. Photocopy all personal identification cards, passport, and credit cards, and keep one copy with you and leave another at home. Make sure you have full travel insurance. In the event of an emergency while on University business, contact UNC Police at +1.919.962.8100.
- **Discrimination and Accessibility:** Be aware of the laws and customs of the countries and regions to which you will travel. What is considered discrimination in the U.S. may not be in other countries, where issues such as gender or sexual orientation may be viewed differently. Individuals participating in a University program or activity abroad are expected to adhere to the University's Policy on Prohibited Discrimination, Harassment, and Related Misconduct. Trip planners should make these expectations part of travel orientation programs. Travelers should also conduct independent research on these issues. Additionally, individuals with disabilities should research how they will manage accessibility challenges in the country they are traveling to. UNC-Chapel Hill students studying abroad seeking assistance with accessibility planning can contact either the [Accessibility Resources and Service office](https://ars.unc.edu/students/study-abroad-and-international-programs#tabs-0-67255500-1557298490-3) or the [Study Abroad Office](https://studyabroad.unc.edu/) (<https://ars.unc.edu/students/study-abroad-and-international-programs#tabs-0-67255500-1557298490-3> and <https://studyabroad.unc.edu/>). Employees can contact the [Equal Opportunity and Compliance Office](https://eoc.unc.edu/) (<https://eoc.unc.edu/>).

Tips – Health & Safety



- **Points of Contact:** Before leaving, make sure you have established points of contact for your family, friends, and/or co-workers to contact in cases of emergency. Have the phone number(s) and address(s) of the U.S. Embassy or Consulate in the country(s) you are visiting.
- **Customs:** Be polite and always cooperate with Customs officials. Stay alert and never leave your bags unattended. Beware of strangers asking you to take a bag through customs, no matter how convincing the request might seem.
- **Long Waits:** Avoid long waits whenever possible, especially in lobbies and terminals, which make you more vulnerable to pick-pockets, thieves, and violent offenders. Protect your passport at all times.
- **Verbal Communication:** Be aware that your conversations may not be private or secure, especially if conducted in public. Be careful of what you reveal in conversations, such as critical details like where you're staying or what your schedule for the day is. If overheard by the wrong people, it could put your safety at risk.
- **Strangers:** Be cautious of strangers who show unusual interest in your personal or family background. Minimize personal information you provide. Note suspicious activity, such as offering free favors, and be wary of it. Don't let strangers into your hotel room. Don't leave your drinks unattended.
- **Arrested:** If you are arrested for any reason, clearly communicate your desire to notify the nearest U.S. Embassy or Consulate.

Tips – Electronics & Data Security



- **Website:** Visit the UNC Information Technology Services (ITS) Safe Computing [Travel Safely with Technology](https://safecomputing.unc.edu/identity/travel-safely-with-technology/) website when planning your trip (<https://safecomputing.unc.edu/identity/travel-safely-with-technology/>).
- **Preparing Equipment:** Prior to departure, work with your unit's IT staff or ITS staff to remove all sensitive contact, research, and/or personal data from your laptop and other portable devices. Create a back-up of all information you take and leave it at home. **If possible, use a "burner" or "clean" laptop.** Ensure your laptop has up-to-date protections for antivirus, spyware, encryption, security patches, and firewalls. If you can do without a device, it is always best to leave it at home. IT staff will need time to assist you, so plan accordingly.
- **Voicemail:** Consider cleaning out your voice mail before travel. If your pass code is compromised, others may be able to retrieve your messages.
- **Unattended Devices:** Try not to leave electronic devices of any kind unattended, and do not transport them in checked baggage. Do not surrender devices at conferences or meetings; if entry is denied, lock devices in your hotel room safe. Devices out of your sight can be subject to attempted intrusion.
- **Passwords and Network Access:** Shield passwords from view, and do not use Wi-Fi networks when possible. Try to avoid accessing the UNC network while abroad, but if you can't, **use the VPN connection to access the network.** Consider clearing your internet browser after each use while abroad. Delete history files, caches, cookies, and temporary internet files. This data can be used to build a profile on you.

Tips – Electronics & Data Security



- **Non-UNC Electronics:** Do not use non-UNC electronic devices to log into the UNC network or access your research data or personal information through programs, applications, or Cloud services. If unavoidable, don't transmit unpublished research data, private information, or credit card information even if encrypted. Do not allow foreign electronic storage devices to be connected to your computer or phone, including thumb drives, as doing so will put the security of your laptop or device at risk, even if it is received from a trusted individual.
- **Lack of Privacy:** Many countries have laws allowing government access to all information transmitted over the internet or via internet cafes, hotels, airports/airplanes, offices, or public spaces. **Assume you have zero privacy in these circumstances and act accordingly.** Do not transmit any unpublished research data or private information. Be aware of “shoulder surfers” – folks looking over your shoulder to see what you're working on.
- **Stolen Devices:** If your laptop or other electronic devices are stolen or lost, report it immediately to the local U.S. Embassy or Consulate, and notify your UNC supervisor and your unit's IT staff.
- **Upon Return:** When you return to the U.S., you should assume your laptop or electronic device may have been compromised while abroad. Change any passwords that you used while on your trip, and work with your unit's IT staff or ITS staff to run virus scans and address any issues identified. If your travel was to a high-risk country, such as China or Russia, consider “wiping” your hard drive, with IT staff help, and restoring from backups made on your trip.