

Request for Faculty to Perform Services Outside U.S.

The request for faculty to perform services outside the U.S. should only be used when there is a critical business reason for an individual to perform services outside the U.S and all other possible options have been exhausted.

General Information

This form should be completed if a faculty member intends to perform services outside of the U.S for less than 120 days. The 120-day rule does not apply to certain non-service performing roles, such as a sabbatical. Additional approvals will be required for faculty members (not on sabbaticals) who intend to perform services outside the U.S for more than 120 days. Faculty Members must provide 30-day notice to their supervisor and Human Resources as additional consultation with General Counsel/Taxation will be required prior to approval.

All travel outside of the U.S must be registered with the UCF Travel Registry through UCF Global (refer to the [UCF Travel Manual](#))

Ineligible to Work Outside of the U.S.

- New Hires will not be authorized to work outside of the U.S.
- At this time, due to export control implications, faculty members CANNOT work nor be paid in the countries of Cuba, Iran, North Korea, Sudan, and Syria. Subject to change.
- Due to China's Non-Governmental Organization (NGO) laws, Faculty Members cannot work nor be paid in China.

Complete the following information:

Faculty Member Name:

Emplid:

Division/College:

Department:

Country of Residence:

Submitted By:

Contact Number:

Estimated Length of Time outside U.S.:

Will the faculty member be outside of the country due to a sabbatical? Yes No

What is the reason the faculty member will be residing outside of the U.S?

What is the college/department's business reason for supporting the faculty member to work outside of the U.S.?

Employee Certification

I understand that I can only work a maximum of 120 days outside of the U.S. with the above approvals. I must provide my supervisor and Human Resources **30 day**-notice if my working outside of U.S will exceed 120 days. I understand that I may be placed on an unpaid leave of absence dependent upon the facts and circumstances during that extension of greater than 120 days until a plan is in place.

Faculty Signature:

Date:

Approval Signatures

When employees are allowed or assigned to work for UCF or any of UCF's direct support organizations from a jurisdiction other than Florida, such as another state or another country, the possibility exists that additional taxes, expenses, and liabilities may be incurred as a result of the work being performed in a different legal jurisdiction. These liabilities could include payroll taxes to the non-Florida jurisdiction, unemployment compensation or workers compensation obligations in the different jurisdiction, additional employee benefits or insurance requirements, registration fees, etc. This should not be construed as an exhaustive list of liabilities. The University is unable to provide definitive predictions on these potentialities, as each foreign and non-Florida jurisdiction has different rules and different enforcement mechanisms. By agreeing to the employment arrangement outside of Florida, I acknowledge that the employing department will be responsible for any and all additional taxes, expenses, or liabilities that might be charged to UCF as a result of such arrangement.

Chair/Director Signature:

Date:

Dean/VP Signature:

Date:

Provost Signature:

Date:

The signed form should be maintained within the HRBC.