

Request for GRA to Perform Services Outside U.S.

The request for GRAs 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 GRA intends to perform services outside of the U.S for less than 120 days. Additional approvals will be required if a GRA intends to perform services outside the U.S for more than 120 days. GRAs 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.
- Personal circumstances not related to required research/field work.
- At this time, due to export control implications, GRAs 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, GRAs cannot work nor be paid in China.

Complete the following information:

GRA Name:

Emplid:

Division/College:

Department:

Country of Residence:

Submitted By:

Contact Number:

Estimated Length of Time outside U.S.:

Please detail the required research/field work that the GRA will be conducting outside of the U.S. and where it will occur (i.e., partnering university, laboratories)

What is the college/department's business reason for supporting the GRA to perform the research/field 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.

GRA 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:

VP of Research Signature:

Date:

The signed form should be maintained within the HRBC.