

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 all-inclusive 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.