Boston University
Office of Global Programs

Global Operations Toolkit
(www.bu.edu/globalprograms/global-toolkit)

The Toolkit is updated regularly. Please check the website for the latest version.
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I. Overview of the BU Global Operations Toolkit

When initiating or expanding a program in another country, considerable planning and organization is required, often involving unfamiliar laws, regulations, taxes, and more. For activities ranging from large degree granting programs to small activities with in-country hiring, purchasing or other operational requirements, there are certain steps to take in order to ensure a successful program.

The Global Operations Toolkit (“Toolkit”) (www.bu.edu/globalprograms/global-toolkit) is a resource developed by the Office of Global Programs to support the global activities of program faculty and staff. It provides best management practices, key guidelines, policies, planning tools, and templates in one central location. The Toolkit also provides mechanisms to help support compliance efforts and foster a culture of honesty and accountability that strengthens BU’s global presence. Throughout the Toolkit are references to the term “Project Lead.” Please note that this term generally refers to individuals with overall responsibility for a specific global activity. For example, it could be one or more of the following: Country Director; Resident Director; Principal Investigator; Department Chair; or Unit Head (i.e., Dean or Center Director).

In addition to helpful resources, some sections of the Toolkit present guidelines and procedures designed to protect the University, its faculty, staff, and students in the conduct of international activities; therefore it is important that they are followed. Most of the guidelines are derived from lessons learned from past BU activities. While guidelines may require a number of steps for Project Leads (whether Deans, Resident Directors, Principal Investigators or other), having a centralized information source and clear guidance should reduce the overall administrative burden on faculty and staff. It should also reduce the risks to the University by helping faculty consider important operational issues prior to proposing a new activity.

All faculty and staff with current global activities or considering new global ventures are advised to familiarize themselves with the contents of the Global Operations Toolkit. For questions not addressed in the Toolkit, or to follow up on specific issues of a global activity, contact the individuals listed as the recommended contact in the relevant Toolkit section.

The Issues to Consider section of the Global Programs website is also provided as a tool to help you quickly find information relevant to the global operations issues you may face when planning or implementing your activities. For general or cross-cutting questions, contact the Office of Global Programs.

This is a living document which will be updated and modified periodically. If you have feedback or suggestions for additional guidelines, resources, or other information to be added to the Toolkit, please contact Global Programs.
II. Global Operations Support Network

An additional resource at Boston University to support the global activities of its faculty, staff, and students is the Global Operations Support Team (“GOST”) within the Global Operations Support Network, as illustrated above. Representatives from many key central administrative support offices (see blue circles in illustration) comprise the Global Operations Support Team. The Global Programs staff works closely with the GOST members to provide coordinated central administration support to Boston University’s faculty, staff and other program stakeholders, represented by the black boxes. Subject Matter Experts in academic units also provide valuable input for the development of useful procedures and guidelines.

The GOST members are listed below and generally can respond to requests for assistance on a particular global issue or topic (corresponding to their name). The members will be able to answer questions, assist in addressing an issue (including researching the issue before responding), or refer a call to a more appropriate resource.

Global Operations Support Team

<table>
<thead>
<tr>
<th>Topic</th>
<th>Name</th>
<th>Title and Office</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Overall support; including legal issues</td>
<td>Willis Wang</td>
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<td>Overall support; including financial issues</td>
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<tr>
<td>Overall support; including safety and security issues</td>
<td>Joseph Finkhouse</td>
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<td>Office of Global Programs</td>
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<tr>
<td>Overall administrative support; OGP phone line</td>
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<td></td>
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<td>Office of Global Programs</td>
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<tr>
<td>Risk management issues; insurance issues</td>
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<td>Director</td>
<td>617-353-3020</td>
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<td></td>
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<td>Risk Management</td>
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<td>Real estate issues; leasing space; purchasing space</td>
<td>Michael DiFabio</td>
<td>Associate VP Property Acquisition</td>
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<td>Financial controls; payroll issues; field advances; invoice issues</td>
<td>Gillian Emmons</td>
<td>University Comptroller</td>
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<tr>
<td>Legal issues, including review of agreements</td>
<td>Kathleen Farrell</td>
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<tr>
<td>Legal issues, including review of agreements</td>
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<tr>
<td>Financial controls</td>
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<td></td>
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<td>Internal Audit</td>
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<tr>
<td>Research issues; foreign sponsors or subcontractors; export controls</td>
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<td>781-258-6076</td>
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<tr>
<td>IS&amp;T issues; data and information security; IT connectivity issues;</td>
<td>Quinn Shamblin</td>
<td>Executive Director of Information Security</td>
<td>617-358-6310</td>
</tr>
<tr>
<td>telecommunications</td>
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<td>Information Services &amp; Technology</td>
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<tr>
<td>Purchasing issues; travel; acquiring goods and certain services</td>
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<td>Director</td>
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</tr>
<tr>
<td>abroad or from foreign vendors</td>
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<td>Sourcing &amp; Procurement</td>
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III. Special Considerations for Global Activity

This section of the Toolkit addresses the differences between educational and research programs. It also provides information on University guidelines and procedures that help establish certain parameters for engaging in global activities.

A. Educational Programs

Initiating educational programs overseas (including distance learning and hybrid programs) requires consideration of certain local laws and regulations with which the Project Lead may not be familiar, as well as operational practicalities for working in another country. These include, but are not limited to, the following:

- Determination of what type of legal registration (and/or registration with other host country authorities) is required
- Collaboration agreements or Memoranda of Understanding (MOUs) with local institutions
- Compliance with local employment and contractor services laws
- Effects of currency exchange rates on program budgets
- Visa and work permit requirements in-country for faculty, staff, and students
- Ensuring availability of funds in-country for local expenses
- Purchasing logistics
- Technology infrastructure in host country to support the educational activities
- Export control laws

Project Leads with operational questions should refer to the Global Operations Toolkit, and consult with the appropriate Global Operations Support Team contact for additional assistance.

Current educational programs

There are many offices, schools, and colleges at the University that facilitate global education, both to send BU students to a foreign site as well as to bring foreign students to Boston. Please refer to BU Global portal and the individual websites of these various Boston University offices, schools, and colleges to learn more about these global activities.

B. Research Programs

The proposal development and project implementation processes for global research must consider a range of factors beyond those associated with research conducted domestically. These factors include, but are not limited to, the following:

- Collaboration agreements or Memoranda of Understanding (MOUs) with local institutions
- Compliance with local employment and contractor services laws
- Local customs and review processes for human subjects review
- Effects of currency exchange rates on research budgets
- Ensuring availability of funds in-country for local expenses
- Purchasing logistics
- Visa and work permit requirements in-country for research faculty, staff, and students
• Determination of whether legal registration (and/or registration with other host country authorities) is required
• Technology infrastructure in host country to support research activities
• Export controls of goods as well as data

Guidelines and good practices for these issues and more can be found in the pages of this Global Operations Toolkit.

All research or sponsored activity grant applications should be processed through the Office of Sponsored Programs. Please consult the Sponsored Programs Handbook for detailed information on pursuing research activities. Researchers planning an international project are encouraged to refer to the Global Operations Toolkit, and consult with Global Programs and/or the listed Global Operations Support Team contact early in their planning process for additional assistance. Additional resources are listed in the box to the right.

Current research programs

Faculty in nearly all of BU’s schools and colleges are conducting research outside of the United States. Please refer to the BU Global portal and the individual websites of these various Boston University offices, schools, and colleges to learn more about these global activities.

C. Commitment to Ethical Conduct

As outlined in the President’s Statement of Commitment to Ethical Conduct:

*Boston University is committed to the highest standards of honesty and integrity in all its activities. This includes, among other concerns, the following:*

• *Avoiding conflicts of interest and commitment;*
• *Dealing with others honestly and in good faith;*
• *Preserving confidentiality;*
• *Compliance with applicable laws, rules, and regulations; and*
• *Timely and accurate public disclosures.*

This commitment is as relevant to University activities around the world as it is to those conducted on the University’s home campus in Boston. When working in another country, local laws as well as local culture and customs can add complexity to these issues. The University’s commitment to preserving confidentiality, for example, may impose a stricter standard on behavior than a certain country’s customs would expect. Similarly, while cash payments to individuals may be standard practice in some locations, University employees and representatives must take care not to violate US laws while operating overseas.

Relevant BU Policies and Procedures

• [Code of Ethical Conduct](#)
• [Conflict of Interest Policy](#)
• [Research Policies & Procedures](#)
• [Institutional Policy on Conflict of Interest in Research](#)
• [Policy on Investigator’s Conflicts of Interest](#)
• [Policy on the Solicitation and Acceptance of Personal Gifts and Relationships with Vendors](#)
• [Computing Ethics](#)
• [Information Security Policy](#)
Information Security Management Guidelines

Identification and Communication of Violations

In addition to complying with applicable laws and policies, it is important that BU employees and students never hesitate to come forward if something does not seem right. The University has established a hotline to provide a way to anonymously and confidentially report activities that may involve improper conduct or violations of University policies. The University has selected EthicsPoint to provide this service for the University community. More information about this service and instructions on how to make a report can be found on the secure EthicsPoint page. Information may be submitted anonymously.

Additional Resources

More information on best practices is available on BU’s Internal Audit website. See also the Application of US Laws Abroad section of the Global Toolkit.

D. Use of BU Name & Brand

The use of the University’s name or brand (or those of its schools, colleges, centers, or programs) in other countries warrants important considerations, including potential legal and tax implications. Therefore it is vital to consult with the Office of Global Programs and the Office of the Vice President for Marketing & Communications prior to using any BU name and/or logo in association with an overseas project. Examples of such uses include promotional materials, stationery with a foreign address, identification of local office space, and the granting of use by a third party.

Official logos and style guidelines for BU communications are available at BU’s Marketing & Communications website.

E. Signatory Authority for Global Activities

Collaboration Agreements

Boston University has many valuable collaborations with other colleges, universities, government bodies and other institutions overseas; these collaborations are essential to the success of many educational and research activities. Faculty are often at the forefront of relationship-building with these institutions and help the University establish formal collaborations through Memoranda of Understanding (MOUs) and other mechanisms that establish a relationship between BU and another entity.

Only a small number of individuals at the University have authority to sign agreements on behalf of the University. Most global agreements are signed by the University Provost, the Vice President and Associate Provost for Global Programs, or the Vice President and CEO.

If a faculty member, department/unit or school/college wishes to enter into an institutional agreement (generally following Provost review of academic initiatives or award of a sponsored research grant), they will need to allow sufficient time to consult Global Programs, which will engage other departments as necessary, to help ensure that the agreement conforms to University guidelines and determine who is the appropriate signatory.
Research and Other Sponsored Programs

Many awards require the signature of an authorized institutional official to accept formally the terms and conditions of the award. The Office of Sponsored Programs (OSP) is responsible for providing the appropriate institutional signature. Principal Investigators are cautioned not to sign University agreements for sponsored support, patents or copyright licenses, biomaterials, equipment loans, materials transfer, or clinical trials. These agreements bind the University to certain obligations and, as such, can be signed only by those who have delegated signature authority from the Board of Trustees through the President and senior University officers. The Post Award Policies website has an updated list of authorized signatories for sponsored programs.

F. Approval of Academic Initiatives

The Office of the Provost manages the electronic Curriculum Approval Process (eCAP), a system for review of proposed additions and modifications to Boston University’s wide range of educational programs. eCAP provides a streamlined way for Schools and Colleges to submit proposals for new educational programs and courses using a standard online form. Relevant supporting documents can also be uploaded, and a proposal’s status can be tracked as it moves through the review process.

The following types of proposals should be submitted online through eCAP by the Dean or the Dean’s designate:

1. Proposal of a New Degree or Credit-Bearing Certificate
2. Proposal of a New Undergraduate Minor Form
3. Proposal for Substantive Changes to an Existing Degree Program
4. Proposed Dissolution of an Existing Major or Degree Program
5. Proposal for Changing the Delivery Format for an Existing Degree Program
6. Proposal for a New Certificate Not Carrying Academic Credit
7. Proposal of a Credit-Bearing Global Program Activity

In addition, the eCAP system combines this streamlined curriculum approval process with the process of logging operational considerations of global activities with the Office of Global Programs (OGP). The eCAP system requests Schools and Colleges to specify if a proposal includes a global component and encourages submitters to begin the appropriate consultations with OGP.

As indicated in greater detail on the Provost’s website, all proposals are subject to the existing internal review process within the individual School or College and then by the Office of the Provost or appropriate University bodies. Review and approval by Global Programs will be part of the Provostial review process.

Faculty and submitters are encouraged to contact Global Programs staff at any stage of the process, and especially in the earliest stages of program development to plan for operational needs.

G. Engagement of International Professional Services

In the course of setting up or managing international projects, it is often necessary or desirable to obtain professional advice or services from lawyers, accountants, payroll providers and other professionals. Please keep in mind that the University has established a uniform procedure for the procurement of specialized services.
from professional firms, in order to ensure consistency and efficiency in the engagement of such services as well as management of their quality and cost.

According to this policy, any international professional services are to be approved by the Vice President and Associate Provost for Global Programs. The University’s Sourcing and Procurement Department is available to serve as a resource in the engagement of professional services, and Global Programs can assist with identifying resources outside of the US. The University will not authorize payment of any fees for professional services unless they have been approved by the appropriate party.

Please contact Roberta Turri Vise, Director of Operations Support in Global Programs, to discuss your requirements or to submit a proposal for approval.
IV. Getting Established

This section of the Toolkit provides background and guidance for establishing global activities in a host country such as legal registration, contracts for collaboration, and important tax considerations. Please refer to each page for details and for contact information of the appropriate individual should you have further questions. Certain activities conducted in another country may create an unintended taxable presence for the University and thereby trigger complicated requirements to establish a formal presence in that country. This section should be consulted to assist in avoiding the creation of a taxable presence if not intended.

The Issues to Consider section of the Global Programs website is also provided as a tool to help you quickly find information relevant to the global operations issues you face when planning or implementing your activities.

A. Establishing Legal Status

In order to conduct on-going operations abroad, establishing legal status is generally an in-country requirement in order to:

- Open a bank account
- Hire local nationals, including through a payroll/HR service provider (but excluding arrangements through an institutional subcontract for research activities)
- Lease space

The University’s Office of the General Counsel manages the process of legal registration in foreign countries. They will work with Project Leads and in-country legal counsel to determine the best option for registration.

Note that programs seeking legal registration are responsible for the cost of in-country counsel consultation and should work closely with the Office of the General Counsel to obtain appropriate counsel.

Project Leads should be aware that this process can be lengthy. Advance planning is required in order to operate legally in foreign locations.

B. International Agreements

International contracts and agreements take many forms, including employment agreements, agreements with foreign governments, business contracts, leases, and sub-award contracts. Each of these agreements should clearly set forth the agreed upon terms in order to protect the University’s interests, and minimize project delays, financial losses, and other consequences of disputes.

International agreements are more complex than domestic contracts because they need to take into account the laws of the country where the contracting partner is located. The Project Lead, such as the lead faculty member on a project, the Department Chair, and/or the Dean, may have legal obligations under foreign law. Therefore, it is important that BU’s in-house legal team review these agreements, especially if they contain financial commitments, to protect both the interests of the program and the reputation of the University, and University employees. Further, local laws often require that for contracts to be binding, they must also be in the native language of the country.
Role of the Department or Unit

Educational agreements are generally handled differently than agreements for research activities.

Educational Initiatives: All international educational initiatives must be reviewed and approved by the University Provost (with support from the Office of Global Programs). Agreements related to these initiatives (including institutional agreements, exchange agreements and memoranda of understanding) also should be reviewed by the Office of the General Counsel (OGC) prior to execution, and only an authorized representative of the University may sign agreements. The University Provost’s approval of the international educational initiative should be submitted by the department/unit to OGC with the request for review of agreements. Agreements should be submitted to OGC on a timely basis to allow for adequate review, which may include retaining foreign counsel and consultation with other University departments particularly when financial commitments are expected. In addition, agreements that will have a significant impact on the annual budget of the activity should be submitted to the appropriate Administrative Dean or Director for approval.

Once the terms of the agreement are approved by both sides, the agreement should first be signed by an authorized representative of the contracting partner in two original copies, if possible, and then sent to OGC. OGC will forward the two originals to the University’s designated signatory for execution. One original copy of the agreement will be kept at the unit (or OGC if planned ahead) and the other original copy will be returned to the contract partner. The department/unit should make sure that OGC has a signed copy (original or not) for records. In some cases, for ease and expediency, signatures may be exchanged electronically via scanned PDF documents. In this case, each party (BU department/unit, OGC and partner) should keep both electronic and print copies of the fully executed (dually signed) document.

Once the agreement is entered into, the Project Lead and the Administrative Dean or Director overseeing the activity are responsible for ensuring compliance with contract terms. OGC may be contacted for questions or concerns about the agreement documents.

Research Initiatives: Agreements related to research awards and other sponsored activities should follow operating procedures of the Office of Sponsored Programs. The signing of outgoing subcontracts to international partners involves some due diligence for security reasons. Please also refer to Signatory Authority for Global Activities.

Role of Central Administration

The University Provost’s Office oversees review and approval of international educational programs before any agreements are signed.

The Office of Sponsored Programs (OSP) ensures that grant funding has been secured before any additional agreements related to an award can be signed. Specifically, OSP coordinates with OGC for review of subrecipient agreements on sponsored activities (research etc.). OSP also conducts due diligence on foreign subrecipient organizations prior to signing agreements.

The Office of the General Counsel (OGC) reviews agreements, and consults, when needed, with local (in-country) counsel (including review and approval of law firm engagement letters). Sufficient time should be allocated for contract review, necessary consultations and, where necessary, renegotiation of contract terms. OGC coordinates with OGP to ensure that they are aware of this activity.

Real Estate Management coordinates with OGC for review of property leases as needed.

Human Resources coordinates with OGC for review of employment agreements as needed.
The **Office of Global Programs** (OGP) supports the University Provost’s review and approval of agreements and consults with OGC as necessary.

### C. Tax Considerations

Taxation and reporting responsibilities in a foreign country are generally determined on the basis of whether an organization has created a **Permanent Establishment (PE)** in that country (i.e., a taxable presence). Typically a taxable presence is triggered when an organization is engaged in activity in that country that gives rise to revenue. In many situations, the threshold for determining whether an organization’s activities create a PE is set forth in a tax treaty entered into between the U.S. and a respective country. While each treaty will have unique language which must be considered, there are general elements of international activities that commonly equate to the presence of a PE. Non-treaty countries, as well as treaty countries, usually look to similar criteria in determining PE such as the following (this list is not intended to be comprehensive and *is provided for illustrative purposes only*):

- **Physical office space (leased or otherwise):** In many countries, a permanent place of business, an individual’s private residence can constitute “physical office space.”

- **Bank accounts:** Opening a bank account in a host country is often viewed as creating a taxable presence.

- **Presence of an employment relationship:** The determination of the relationship between the University and a particular individual is evaluated in most circumstances according to local (international) law and not US law. Therefore, what may be considered a contractor relationship under US law will not necessarily equate to a contractor relationship in a foreign jurisdiction.

- **Educational programs & seminars (including executive education and study abroad programs):** This determining factor is often dependent on the specifics of program administration, such as duration of the program, how the programs are staffed, and the method and location of payments.

- **Research activities with a fixed place of operation:** While a “physical office presence” often establishes a PE, the maintenance of a fixed place of business solely for the purpose of advertising, for the supply of information, for scientific research or for similar activities which have a preparatory or auxiliary character, may qualify for an exemption from PE under the applicable treaty.

Permanent establishment brings with it a range of responsibilities, depending on the country. These responsibilities could include registering in the country, engaging a representative or agent in the country, creating a separate BU legal entity in the country, regular reporting requirements, and regular tax filings. Carrying out these responsibilities can be burdensome, time-intensive, and costly. Gaining a detailed understanding of the country’s compliance requirements, and how they will be funded and met, should be part of the decision-making process when planning any new international activity. Any department considering creating a new project or program overseas should be in touch with the Office of the General Counsel and the Comptroller’s Office for assistance in assessing compliance requirements and resources. The Office of Global Programs may also be contacted for assistance on these types of issues.

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**For Help, Contact:**
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  617-353-2326
  kfarrell@bu.edu
- Gillian Emmons
  University Comptroller
  617-353-2290
  gcemmons@bu.edu
- Roberta Turri Vise
  Director, Operations Support
  Office of Global Programs
  617-353-2963
  rturri@bu.edu
A PE will generally not be deemed to be created where the activity performed is truly “representative” in nature – for example, when undertaking a marketing activity where no direct or indirect revenue can be attributed. However, some locations might have regulations that attempt to regulate, and tax, these types of marketing efforts – particularly if they lead to generating revenue. Distance learning programs also may be regulated and taxed locally, especially blended or “hybrid” programs with faculty teaching in country for part of the program.

In some situations, the University may be entitled to certain benefits under an existing and prevailing tax treaty that may provide for either not-for-profit status or an exclusion from the typical PE rules governing commercial operations. However, this does not always obviate the need to register in a foreign jurisdiction and meet certain regulatory and taxation requirements. Failure to do so puts the University at financial and reputational risk and could put the future of the international program in jeopardy. Moreover, many local jurisdictions do not recognize the University’s tax-exempt status in the U.S. and may make no distinction between BU’s educational activities and those of a for-profit entity for tax purposes. Due to the current economic climate, many countries have focused on regulating foreign entities operating within their borders as a source of additional revenue from unpaid taxes and penalties for violation of local registration, tax, and other compliance requirements.

For an overview of tax considerations for individuals on international assignments, please also refer to the Working Abroad section of the Toolkit.

D. Real Estate

Many programs will find it necessary to lease and/or renovate real estate for their global activities. Multi-year leases, or in less frequent occurrences agreements to purchase real property, need to be cleared by University staff to ensure that the University correctly and appropriately:

- Determines the economic cost of the arrangement for evaluation by senior management
- Engages local counsel, as needed
- Complies with local zoning laws; building codes (fire/safety)
- Determines local property taxes
- Obtains appropriate liability and property insurance coverage
- Mitigates the risk of seizure by local government of University assets

The following guidelines primarily apply to multi-year leases or any purchase of real estate, though the Office of Real Estate Management (OREM) may also be consulted on short term leases as needed.

Role of the Department or Unit

Prior to the lease or purchase of real estate, the Project Lead should contact the Office of Real Estate Management to discuss potential locations, market conditions and relevant costs within the targeted country. Depending upon the location, scope, and duration of the requirement, OREM will either assist with securing a location or request the Project Lead to locate the desired space, and send a prospective lease to the OREM for approval. All lease or purchase agreements will be processed through the Office of the General Counsel and signed by an authorized University signatory. BU employees should be aware that neither departmental staff nor field staff has the authority to enter into a lease agreement in the University’s name. Only authorized University signatories may sign leases and other contracts.
To minimize risks and ensure proper liability and property insurance coverage under University policies as well as other necessary administrative support, please provide a copy of all signed leases (including short term) to OREM.

In addition, prior to initiating any leasehold improvements at a new or existing location, the Project Lead should consult with OREM to determine how best to complete the proposed work in accordance with University standards and local laws.

Role of Central Administration

The Office of Real Estate Management will liaise with the Office of the General Counsel and, if necessary, will consult with the Office of Global Programs for legal and other advice related to leases or purchase agreements, and to ensure that leasehold improvements are performed in compliance with local building and zoning regulations. Furthermore, OREM may assist in ensuring that appropriate and reliable contractors are hired to perform the activity depending on the size and scope of the proposed work.

The Office of Real Estate Management will liaise with Risk Management on liability insurance issues.

The Office of Real Estate Management will liaise with Financial Affairs on issues related to compliance with accounting standards for real estate transactions.

Copies of all related legal, government and other project documents are held by the Office of the General Counsel, General Accounting, Office of Real Estate Management and the foreign location where necessary.

E. Application of US Laws Abroad

In addition to the laws of the country where the activities take place, some U.S. laws govern the conduct of activities in foreign countries. The following list is not comprehensive, but is intended to highlight some of the more significant U.S. laws that need to be considered by anyone conducting activities in a foreign country.

The Foreign Corrupt Practices Act (FCPA)

The FCPA prohibits paying or offering to pay, directly or indirectly, money or anything of value to a foreign official for the purpose of influencing the official to give business or to obtain an improper advantage in securing or retaining business. The anti-bribery restrictions prohibit University employees, and agents of the University, including independent contractors, consultants, and subcontractors from inducing a foreign official to use his/her official position for a corrupt purpose. A corrupt purpose is defined as an offer, payment, promise or gift that is intended to induce the recipient to misuse his or her official position in order to wrongfully direct business to the University, or to obtain preferential legislation or a favorable regulation.

The FCPA anti-bribery provisions are enforced by the U.S. Department of Justice (DOJ). DOJ broadly construes terms such as “anything of value,” “foreign official” and “obtain or retain business.” Anything of value may include use of materials, facilities or equipment, entertainment, meals, lodging, and transportation. Foreign official includes employees of state owned or controlled entities, such as hospitals, laboratories and businesses, regardless of rank. Violations of the FCPA can result in serious criminal penalties against the individual who made the unlawful payment or gift and the entity on whose behalf such payment or gift was made. Thus all international financial transactions should be well documented so as to demonstrate that they are reasonable and bona fide.

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Associate General Counsel
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There is one exception to the FCPA prohibition on payments—the so-called facilitation payment, which is a payment to a foreign official for the purpose of obtaining the performance of a “routine governmental action.” This exception applies only to low level, non-discretionary governmental actions, such as issuing a license or visa.

**Anti-Boycott Laws**

The Export Administration Act (EAA) prohibits U.S. individuals and entities from participating in a boycott that is not approved or sanctioned by the United States government, such as the boycott of Israel sponsored by the Arab League, and certain Moslem countries. The 1976 Tax Reform Act penalizes certain types of boycott-related agreements by denying tax benefits. The purpose of these prohibitions is to prevent U.S. organizations and entities from being used to implement foreign policies of other nations which run counter to U.S. policy. The EAA is the statute that authorizes the export controls and anti-boycott compliance activities of the U.S. Department of Commerce. The Department of Commerce regulations prohibit the following:

- Agreements to refuse or actual refusal to do business with or in Israel or with blacklisted companies;
- Agreements to discriminate, or actual discrimination against other persons on the basis of race, religion, sex, national origin, or nationality;
- Agreements to furnish, or actual furnishing of, information about business relationships with or in Israel or with blacklisted companies;
- Agreements to furnish, or actual furnishing of, information about the race, religion, sex, or national origin of another person; and
- Implementing letters of credit containing prohibited boycott terms or conditions.

Entering into an agreement that requires the University to do any of the above is prohibited. Any request to participate in or cooperate with an unsanctioned boycott must be reported to the Department of Commerce. In addition, IRS regulations requires U.S. taxpayers to report "operations" in, with, or related to a boycotting country or its nationals. "Operations" includes performing services, whether or not they are income producing. Violations of the reporting requirements or anti-boycott laws can result in significant fines, administrative sanctions, and potentially imprisonment.

The Treasury Department publishes a quarterly list of "boycotting countries." As of December 2010, the following countries are on the boycotting countries list: Lebanon, Libya, Qatar, Saudi Arabia, Syria, United Arab Emirates, and Yemen; Iraq was not included, but its status remains under review by the Treasury Department. The Office of Antiboycott Compliance maintains examples of prohibited boycott requests.

Any faculty or staff planning to conduct any activities or transact any business in one of the countries on the Treasury Department list should contact the Office of the General Counsel.

**Export Control Statutes**

The U.S. Department of Commerce EAR regulations and U.S Department of State International Traffic in Arms (ITAR) regulations regulate the export of research-related materials and information from the U. S. These regulations may apply to shipping tangible items overseas, sharing information with certain foreign nationals at Boston University and interacting with embargoed or sanctioned countries, organizations and individuals. These regulations restrict dissemination of a wide range of goods, services, information, software and technology in a manner that may affect research abroad. Penalties for violations of the export control regulations include fines and imprisonment and can be severe.

All Project Leads of global activities should consult the Export Controls section of the Toolkit to ensure compliance with export control regulations.
U.S. Economic Sanctions

The Office of Foreign Assets Control (OFAC) of the U.S. Department of the Treasury administers and enforces economic and trade sanctions based on U.S. foreign policy and national security goals against targeted foreign countries and regimes, terrorists, international narcotics traffickers, those engaged in activities related to the proliferation of weapons of mass destruction, and other threats to the national security, foreign policy or economy of the United States. Sanctions may be comprehensive embargoes, prohibiting most activities with the embargoed country absent an OFAC license, or may be targeted sanctions that prohibit specified activities with or within a given country. Violations of these sanctions may result in the imposition of civil or criminal penalties.

Information regarding sanctions currently in effect may be found at the U.S. Department of the Treasury-Resource Center website. OFAC also prohibits certain transactions or dealings with persons or entities designated by OFAC as “Specially Designated Nationals” (“SDNs”). Transactions or dealings include any service, payment or agreement for a payment regardless of the amount. The SDN list is updated regularly and must be routinely checked in connection with contemplated transactions, such as entering into an international research collaboration or agreement, retaining the services of foreign entities or individuals, or entering into transactions with or within a foreign country. Updates can be found by checking the U.S. Department of the Treasury-SDN website.

The Bureau of Industry and Security (“BIS”) within the Department of Commerce, and the Department of State, maintain separate lists of individuals and entities with which one may not engage in business transactions typically because of terrorism risks or legal restrictions imposed on them. These lists should be routinely checked before entering into business transactions with a foreign person or entity. You can find more information on the BIS website about the following lists to check:

- **Denied Persons.** BIS maintains a list of “Denied Persons” to whom export privileges are denied.
- **Entity List.** The Export Administration Regulations (EAR) contain a list of names of certain foreign persons – including businesses, research institutions, government and private organizations, individuals, and other types of legal persons – that are subject to specific license requirements for the export, re-export and/or transfer (in-country) of specified items. These persons comprise the Entity List. Specific restrictions applicable to each entity are identified on the List.
- **Unverified List.** The Unverified List includes names and countries of foreign persons who in the past were parties to a transaction with respect to which BIS could not conduct a pre-license check or a post-shipment verification. Any transaction to which a listed person is a party will be deemed by BIS to be of additional concern and may cause more regulatory scrutiny with respect to the export activities.
- **Debarred Parties List.** A list compiled by the State Department of parties who are barred from participating directly or indirectly in the export of defense articles, including technical data or in the furnishing of defense services for which a license or approval is required by the ITAR.
- **Nonproliferation sanctions.** Several lists compiled by the State Department of parties that have been sanctioned under various statutes related to weapons nonproliferation. The Federal Register notice imposing sanctions on a party states the sanctions that apply to that party.

Financial Controls

The United States has several laws intended to stem the flow of funds to terrorist organizations. Virtually all international projects will require payment or receipt of some money governed by these laws and regulations.
Anti-money laundering laws

U.S. laws prohibiting money-laundering — the practice of using taking actions to conceal the identity, source, or destination of money, for illegal purposes. These laws may impact the financial aspects of international transactions. Criminal sanctions may be imposed for violations.

Prohibitions on providing support to foreign terrorist organizations and certain governments

Certain foreign organizations that engage in or threaten to engage in terrorist activity that threatens the security of U.S. nationals or the United States have been designated by the U.S. State Department as Foreign Terrorist Organizations (“FTO”). It is unlawful to knowingly provide “material support or resources” to a designated FTO. The term “material support or resources” is defined to include “any property, tangible or intangible, or service, training, expert advice or assistance, personnel and transportation, except medicine or religious materials. The term ‘training’ means instruction or teaching designed to impart a specific skill, as opposed to general knowledge.” 18 U.S.C. § 2339A(b)(3) further provides that for these purposes the term ‘expert advice or assistance’ means advice or assistance derived from scientific, technical or other specialized knowledge. The U.S. State Department maintains a current list of FTOs on its website.

Currency-handling

It is important to familiarize yourself with the rules regarding the import and export of currency in any country where you will be conducting activities. Many countries have restrictions on the amount of currency or other monetary instruments that can be exported and most have some form of currency reporting requirements. There is no restriction on the amount of currency or monetary instruments that can be exported or imported into the United States, but amounts over $10,000 must be reported to U.S. Customs and Border Protection. The report must be made on the Treasury Department’s Financial Crimes Enforcement Network Form 105. In addition, when returning to the United States with an excess of $10,000 in cash, you must disclose the currency on the Customs Declaration (Form 6059B) that is routinely given to arriving passengers by airlines. Structuring cash transactions or the transportation of currency in such a way as to avoid the reporting requirements is prohibited under United States law and by most other countries.

Foreign Bank Account Reporting

Any U.S. person who has a financial interest in or signatory authority over a financial account in a foreign country, where accounts in the aggregate exceed $10,000 at any point during a calendar year, is required to report such accounts on the US Treasury Form TD F 90-22.1, Report of Foreign Bank and Financial Account.
V. Financial Matters

This section of the Toolkit provides resources and guidance on accessing and spending funds for global activities. The guidelines for these international money matters take into account the many legal, tax, and safety implications of moving and spending money across national borders. Please refer to each page for details and for individual contacts should you have further questions.

A. Budgeting

Thoughtful budgeting of global activities during the planning stage can help to avoid unforeseen expenses during implementation. It is recommended that you work with your School/College or departmental business office to prepare a budget. Note that your School/College or a sponsor may have a preferred budget format and instructions to follow.

The sample budget templates for Research and Educational activities provided on this page (under Additional Resources) are offered as tools to help you think through items to include in your budget. The samples are not meant to provide an exhaustive list of budget line items; each activity is unique and therefore the budget may need to be tailored to your needs. The Office of Sponsored Programs website offers considerable guidance for preparing research proposal budgets.

B. Foreign Payments & Banking Abroad

Boston University's Debt and Treasury Management in the Office of Financial Affairs (previously Treasury Operations) provides advice to all departments of the University with regard to questions related to funding for overseas programs, including establishing bank accounts, managing cash collections and disbursements, and financing purchases. They can assist program administrators, faculty and travelers by providing information on the most efficient and cost effective access to funds in a foreign country to pay local program expenses and/or travel expenses incurred while traveling for BU business.

When possible, and especially for long-term programs, it is recommended that financial planning begin at least three to six months prior to the planned incurred expenses and in consultation with Debt and Treasury Management.

Debt and Treasury Management is focused on supporting University program activities in various international locations. Cash advances and/or expense reimbursement for international travel should be handled through the standard travel expense channels at the University (refer to the Office of the Comptroller or Accounts Payable websites for travel expense guidance).

Role of the Department or Unit

International Bank Accounts

Opening a Foreign Bank Account: Establishment of a local banking relationship may be required for overseas programs that expect to have significant recurring local cash outflows/inflows over time. If you believe that
establishing a bank account may be involved for your program, the planning should ideally begin more than six months in advance or as soon as possible. This advance planning is particularly important for more remote geographic locations.

The University has established guidelines for requesting, managing, and/or closing a bank account overseas which can be accessed through the Debt and Treasury Management website. For the purpose of the guidelines, “Boston University bank accounts” means all bank accounts opened (1) for the University or any of its schools, colleges, departments, centers, institutes, or programs, (2) by or for any entity in which the University has an interest (such as an entity that may be established for overseas activities, or a subsidiary of the University) and/or (3) with the Trustees of Boston University tax identification number.

All bank accounts must be opened and closed by Debt and Treasury Management. University departments/units may not establish a bank account for a BU program to be conducted in another country without first contacting and working with Debt and Treasury Management. Except in unusual circumstances, it is expected that such University bank accounts will serve to support the University’s central cash management operation, most importantly facilitating funding of international operations.

Foreign Payments

All foreign payments are also to be processed through Debt and Treasury Management. The procedure for initiating an international payment is similar to any domestic payment. A Disbursement Request Form can be accessed through the University’s Office of the Comptroller website under Accounts Payable. Most international payments are typically done via wire or electronic funds transfer, with any foreign currency conversion to be managed by Debt and Treasury Management. International payments can generally be executed on a timely basis, except where time differences may be a factor.

Role of Central Administration

Debt and Treasury Management’s role is to ensure execution of all international funding and bank account administration activity in compliance with established University procedures and controls. Debt and Treasury Management will ensure that bank accounts are established in a consistent and efficient manner, and will also ensure continuing compliance with established procedures for managing the University’s overall cash. However, BU departments/units that have expertise with required bank documentation and the legal/currency issues that may arise in international locations should work closely with Debt and Treasury Management to help minimize set up costs and delays.

It is important to note that because of their greater familiarity with the financial needs of a particular international activity, the BU department/unit requesting a foreign bank account shall continue to retain full responsibility for regular monitoring of bank account activity, completion of the required monthly reconciliation process, and for ensuring that adequate departmental controls with regard to local cash and banking activities are in place at all times.

Of course, as issues arise in connection with funding new or existing international activities, Debt and Treasury Management is ready to assist at any time. However, prior to contacting Debt and Treasury Management, it may be advisable to contact the primary financial manager within a department/unit or program to ensure appropriate internal coordination.
C. Purchasing while Abroad

Boston University’s Sourcing & Procurement Office can assist travelers, program administrators, and departmental personnel by providing sources for travel related services and information on the most efficient and cost effective process to acquire goods and services in a foreign country while traveling on BU business.

Establishing purchasing options in a foreign country may take time, so please contact Sourcing & Procurement as far in advance of your travel as possible. Each country may have its unique requirements and different processes for procuring and paying for goods and services.

Role of the Department or Unit

Corporate Card

The Diners Club Corporate Card is the preferred alternative for making purchases while abroad. Capital equipment items, however, should not be purchased with the Corporate Card. Instead, purchases of capital equipment should be coordinated first through BU’s Office of Sourcing & Procurement (see details under Moveable Capital Equipment).

An application for the Diners Club Corporate Card can be obtained at the BU Travel website (Kerberos password required).

Cardholders should retain all sales slips and register receipts. This documentation may be required by the US IRS or granting agencies. Travel Expense Reports (TERs) should be submitted with receipts and with sufficient detail within 30 days of travel, adhering to compliance guidelines established by the University. Instructions on completing a TER can be found in the Travel Expense Business Guidelines. If a TER is not filed with sufficient details within 30 days, cardholder privileges can be suspended.

Cardholders should report lost or stolen cards immediately to their department administrators and either Accounts Payable – Travel Section at 617-353-4062 (for employees located on the BU Charles River Campus) or the Travel Section at 617-638-4586 (for employees located on the BU Medical Campus) during normal business hours. On weekends and evenings, cardholders should immediately report a loss or theft to Diners Club at 1-800-234-6377; department administrators and the above departments should be notified the next business day.

The Corporate Card should always be treated with at least the same level of care cardholders treat their own personal credit cards. Cardholders should keep the Corporate Card in a secure location and guard the account number carefully.

Other

In cases when the corporate card is not accepted, a personal credit card could be used or a cash travel advance may be requested.
Role of Central Administration

Additional information available on the Sourcing & Procurement website includes details on ordering or shipping items outside the US.

D. Moveable Capital Equipment

In compliance with federal regulations, the University must identify all moveable capital equipment valued at USD $5000 or more in the property management system, including items that are donated, leased, loaned, or transferred to the University, as well as all equipment purchased by the University with either restricted or unrestricted funds. Moveable capital equipment is defined as any individual tangible, non-expendable property with a useful life of more than one year, with an acquisition cost of $5000 or more, and not permanently attached to a building or a structure.

Information maintained in the Government-approved Property System supports various areas of the University. Maintenance of the System ensures accurate depreciation, adequate insurance coverage, and efficient utilization of property. This includes items that are leased, loaned, donated, or transferred to the University, as well as equipment purchased with either restricted or unrestricted funds. The Property System also tracks the funding source and owner title of each piece of equipment. This allows for the proper and timely completion of reports on active awards.

Role of the Department or Unit

The Project Lead of each global activity must engage BU’s Office of Sourcing & Procurement and Property Management Department when purchasing movable capital equipment valued at USD $5000 or more.

For information about insuring these items, see the Insurance section in the Toolkit.

Additional restrictions may apply to certain controlled information (e.g., technical data, encryption software) as well as controlled physical items (e.g., scientific equipment) regardless of the value. This information is further detailed in the Toolkit under Export Controls.

Role of Central Administration

The Property Management Department in the Office of Financial Affairs manages all moveable capital equipment located on each campus of Boston University and numerous off-campus sites. The department identifies, locates, and photographs each piece of equipment. This information is entered into the Property System and the records are maintained throughout the equipment’s life cycle. Property Management provides the University’s Risk Management Office with the details of all moveable capital equipment purchases so that adequate insurance will remain current. As mandated by US federal government regulations, Property Management Department also completes a capital equipment inventory every two years to ensure that all records are current and correct.
E. Financial Reporting

Timely, reliable financial reporting regarding global activities is essential for University and departmental budgeting, accounting, and compliance with tax laws and other regulations. In addition, depending on the country and entity type, most jurisdictions require local books and records on hand at a Registered Office Address and available for inspection by local authorities.

Role of the Department or Unit

Accounting for Funds Advanced & Overseas Bank Accounts

All programs operating with a cash advance, by University policy, are required to account for spending of the funds advanced monthly to the Comptroller’s Office, and in any case, must account for funds expended before the release of additional advances by the University. More information on program advances is available from the Office of the Cashier and Treasury Operations/Cash Management within Debt & Treasury Management.

Programs with overseas bank accounts are required, on a monthly basis, to provide documentation of receipts and disbursements, copies of bank statements, and a reconciliation of program revenues, expenses, and cash balances to the University’s General Ledger.

Sample templates created by the BU Study Abroad are provided to assist you in completing this required reporting.

Research and Other Sponsored Programs

Research and other sponsored program activities, in coordination with Research Accounting, should follow financial reporting requirements of the sponsor organization.

Non-Research and Non-Sponsored Programs

In addition to accounting for spending of funds advanced, at least quarterly, all longer term global activities should submit a financial report in English, detailing revenue and expenses for the period to the appropriate Project Lead or Administrative Dean. (Schools and departments may require more frequent and or customized reporting.) A financial report template is included for your assistance, and includes:

- Explanations for significant changes in revenue and expenses
- Comparisons to budget with explanations for significant variances
- Budget projections (as necessary)

If a regular report is not submitted, further funds may not be provided. Please contact the Office of Debt and Treasury Management for assistance in determining the best process for your program reporting obligations and needs.

If the operations of the global activity necessitate the establishment of a foreign bank account, the Project Lead should review the Domestic and International Bank Account Guidelines to ensure that the account is in compliance with local laws and existing University requirements.

For Help, Contact:

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Global Programs
617-358-4819
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Kara Kearney
Audit Supervisor
Internal Audit Office
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kkearney@bu.edu
Role of the Project Lead or Administrative Dean

The appropriate Project Lead or Administrative Dean should designate an appropriate finance employee to review, analyze, and understand all financial reports produced for their respective activities. Major budget variances should be disclosed to the Project Lead or Administrative Dean in a timely fashion. The finance employee should ensure that all financial activity reflected in the financial report is reflected in Boston University’s General Ledger and make available an annual accounting of the program’s revenues and expenses to the University Comptroller to ensure compliance with US IRS Form 990.

The monthly financial reports should be reviewed for evidence of new revenue and/or expense contracts; capital purchases; new hires; new or changes to bank accounts; new grants; and unusual activity. If these items are identified during the monthly review, the Project Lead or Administrative Dean is responsible for contacting the appropriate office.

Role of Central Administration

Central Administration will assist the Department or Unit should an item be flagged in the oversight process. Evidence of a new contract should be referred to the Office of the General Counsel to discuss terms of the contract and an appropriate method for ensuring compliance with terms of the contract. Evidence of capital purchases should be referred to the Property Management Department to ensure appropriate tracking of assets. Evidence of new hires should be referred to Human Resources. Evidence of grant activity should be reported to Office of Sponsored Programs and Post Award Financial Operations. The above offices and departments will consult with the Office of Global Programs as necessary.
VI. Employment Matters

Many global activities require faculty and/or staff to be located permanently or for extended periods in the
country of operation. These may be employees relocating from their
current position at BU in Boston, or individuals (citizens of the host
country or not) who are recruited specifically for this activity overseas. In
addition, there are often short-term needs for consultants, lecturers, data
collectors, and others.

Regardless of the length, work performed overseas can present a range of
legal, visa, tax, compensation, safety, and logistical considerations that
create complications and add expenses. Poor planning can result in tax
penalties, unexpected severance, and other avoidable costs.

This section of the toolkit will provide basic guidelines for project leads
interested in working abroad or transferring an employee abroad, and in hiring foreign nationals to work in the
US.

Global Programs is working with a wide range of stakeholders to strengthen the central guidance offered by the
University on these matters. Global Programs, in consultation with Human Resources and the Office of the
General Counsel, can advise project leads on all employment matters.

Providing as much notice as possible will assist with efforts to conduct country-specific employment and labor
related research.

A. Hiring Abroad

Hiring employees and consultants to work in other countries requires an understanding of local laws that are
often different than those relevant to hiring in Boston. It can be challenging to hire local employees without a
local entity and to ensure compliance with local employment and tax laws and to support payroll servicing.
Furthermore, foreign jurisdictions may have different laws governing the employment relationship. In many
cases, it may be preferable to work through a local partner institution, or with an entity authorized to hire
employees and fulfill required local employment regulations.

For these reasons, even modest global hiring needs often require expert advice specific to the country, and
sometimes city or region, of operation. According to the new Boston University policy on the Engagement of
Professional Services, units must obtain the approval of the Vice President and Associate Provost for Global
Programs for the procurement of international professional services, such as legal services. Global Programs and
the Office of the General Counsel are available to assist units in assessing legal professional service needs.

B. Working Abroad

The prospect of working on an international assignment for a prolonged period or just a few weeks can bring
feelings of both excitement and uncertainty. Making sure that you are prepared for your move and for a safe
and healthy assignment in another country is not only key to you and your family but also to the University. The
information here is designed to provide a brief insight into the issues which need to be considered by University
employees taking up foreign assignments outside of the U.S. Specifics will vary by location and situation. More
detailed advice, particular to the individual assignment, can be discussed once the terms of the assignment have
been determined. It is important to remember that moving overseas to work is very different from relocating in the U.S. or Canada.

Areas for consideration include:

• Travel Logistics (Including Immigration)
• Language
• Cultural Awareness
• Lifestyle
• Tax
• Social Security
• Benefits
• Legal

Travel Logistics (Including Immigration)

It is important to learn what passport, visa, and immunizations are necessary for the country of assignment as well as what identification foreigners are required to carry on their person while on assignment overseas. Familiarize yourself with which departure, transit, and arrival airports you will most likely use and also find out about local logistical needs, such as ground transportation, currency exchange differences, and emergency contact information.

It is recommended to have a reasonable amount of local currency to cover costs incurred between arrival and the first opportunity to visit a bank. An amount equivalent to $500 should be sufficient to cover most eventualities. Most international airports have ATMs. However, it is recommended that you confirm that there are ATMs before departure for more remote destinations. It is also recommended that you check with your U.S. bank in case there are restrictions on buying local currency before arrival.

You may need to open a local bank account for your personal banking needs. If possible you might want to seek an introduction to a local bank from your personal U.S. bank through their international network. A letter of introduction and confirmation that you have operated an account in the U.S. with them for some time could be very useful. Please refer to the Foreign Payments & Banking Abroad section within the Toolkit if your international activity requires a foreign bank account; you will need to work with the University’s Debt and Treasury Management Office in those situations.

You should also take certain documents with you that may be needed to open a personal bank account. For example, your birth certificate and a marriage certificate if you intend to open a joint account with a spouse are generally essential. A recent utility invoice is also commonly requested. It will be easier to take these with you rather than have them sent to you if required.

It is also recommended that you take at least one credit card and/or bankcard which will allow you to withdraw funds directly from a U.S. account while a local account is being established.

Language

It is advisable to study the language of the host country but, as a bare minimum, learn common conversational phrases (greetings, asking directions, and making simple purchases) that will help with basic needs when you arrive. It will also make a good impression on your hosts.
Cultural Awareness
This goes hand-in-hand with a basic knowledge of the local language. Understanding some of the local customs and culture is important not just for socializing but for doing business too. Many customs taken for granted in the U.S. can be considered rude or offensive in other countries. In addition, it is useful to understand food habits, conversation topics, and gift-giving protocol.

Lifestyle
It is useful to gather as much practical information as you can about what your daily life will be like in the country of assignment as this can help reduce any anxiety about the move. Find out as much as possible about housing, schools, transportation, medical facilities, recreational activities, living costs, and available goods and services. This preparation will make sure you know what possessions to take with you or leave behind. You should also explore how you will be able to enjoy an active lifestyle with new friends and activities. This is especially critical if you have an accompanying spouse who will not be able to work abroad. Speaking with expatriates who have already experienced working abroad is one of the best ways of learning what it is really like to go on assignment.

Tax Considerations
As a U.S. citizen or resident alien, your worldwide income is generally subject to U.S. income tax regardless of where you are living. You are also subject to the same income tax return filing requirements that apply to US citizens or residents living in the U.S. However there are several income tax benefits which may apply if you meet certain requirements while living abroad.

Depending on the length of your assignment, it is possible that you will become subject to tax in your country of assignment although there are ways of mitigating exposure to double taxation. You should be aware that there may also be filing requirements in the country of assignment including arrival and departure documentation and foreign tax returns.

It is your responsibility to ensure that you are tax compliant both in the U.S. and your country of assignment. The University does not provide expert tax advice and does not cover potential additional tax costs arising in the U.S. or the country of assignment in relation to personal income. You should seek professional advice in relation to the taxation implications of your international assignment.

Social Security
In general, U.S. social security and Medicare taxes continue to apply to wages for services performed by a U.S. citizen as an employee outside of the US for a period of up to 5 years, where social security reciprocal agreements (also called totalization agreements) are available (most commonly with European countries). Proof of entitlement to exemption from paying social security in the country of assignment must be provided to the appropriate foreign authorities by means of a certificate of coverage (which certifies continuing coverage in the US).

Benefits
There are several other issues to be aware of when working abroad for an extended period. Some of these issues involve the following:

- Pension – Certain countries may require that you participate in a mandatory pension scheme in that country.
• Medical – Delivery of medical insurance coverage while on assignment may be offered through free medical cover in the host country, a host country medical plan, a specialized international health plan or an extension of the home country coverage (depending on the availability of home and host country services). BU employees can learn about the University’s Blue Cross Blue Shield Out-of-Country Plan offered through Human Resources.

• Housing and other assignment related benefits – Depending on the length and location of your assignment you may be eligible for other assignment-related support. Details of what benefits apply to your assignment will be included in the agreed terms of the assignment.

Legal

You should be aware that other countries have different laws including those regarding discrimination, labor and employment practices. Please also refer to Application of US Laws Abroad section in the Toolkit.

C. Hiring Foreign Nationals in the U.S.

For individuals entering the United States to work or study at Boston University, there are many issues to consider. From making the transition to living in a new country, to understanding the different types of visa status, it can be complicated.

The primary source of support and information is the University’s International Students and Scholars Office (ISSO). The ISSO endeavors to enhance the international character of Boston University by providing essential services and support to students, faculty, and staff. In an effort to ensure student, scholar and institutional compliance with federal regulations, ISSO provides professional expertise on immigration and employment issues. As advocates for international exchange, ISSO promotes the academic, professional and personal growth of this diverse community while cultivating an appreciation of its many contributions.

The ISSO contains information on cross-cultural communication, visas and other immigration classifications, tax information, travel tips, and other useful resources.

For Help, Contact:
International Students & Scholars Office (ISSO)
888 Commonwealth Avenue
2nd Floor
P: (617) 353-3565
F: (617) 358-1170
isso@bu.edu
VII. Health, Safety, & Security

Boston University Global Programs seeks to provide all University travelers with as much support as possible in order to facilitate the healthy, safe and secure operations of Boston University’s global teaching, research, and administrative activities.

It is especially important for travelers themselves, whether independent researchers, staff travelers, project leads, or students to play an active role in addressing the health, safety and security concerns of overseas travel. Preparation—careful attention to one’s destination and being ready for the unexpected—is an essential element of all overseas activity. Through careful preparation, most overseas problems and emergencies can be avoided or resolved quickly.

A. General Planning

Travel Plans

The BU travel website provides links to the University travel policy, expense reimbursement procedures and forms, much useful travel information, and access to BCD Travel’s online booking system. When possible, Global Programs recommends that travelers book their travel through BCD Travel. In that way, Boston University has a copy of the traveler’s itinerary and can reach out to the traveler in times of emergency such as natural disaster or political or civil disturbance.

Insurance and Emergency Travel/Evacuation Assistance

Adequate insurance is a key component of any travel plan, and something travelers should not take for granted. Travelers should verify that their personal health insurance is adequate for overseas travel (do not assume that it is).

BU travelers should also familiarize themselves with the emergency travel and evacuation assistance services provided by Boston University.

All travelers should be covered by a comprehensive health insurance policy and an emergency travel assistance plan. Please refer to the Insurance section of this toolkit for more information.

Travel Health and Medicine

Preparation for overseas travel must include an investigation of vaccination requirements and other considerations for the destination city, country, or region. Boston University provides a wide range of medical resources for travelers. Please refer to the Travel Health and Medicine section for more information.

Health, Safety and Security Conditions at Your Destination

The assessment of risk and current conditions at the destination is a fundamental aspect of planning, even for short visits. The Office of Global Programs is always happy to consult with researchers and other travelers on the risks of particular locations.

Factors to be considered in the assessment of risk include:

- Local health concerns and health care resources
- Crime
- Local travel

For Help, Contact:

Joseph Finkhouse
Associate Director, Health, Safety and Security
Office of Global Programs
617-353-5401
finkhous@bu.edu
Road conditions and public transportation
Availability and quality of local accommodations
Political risk
Economic conditions

Useful websites to consult include:
- U.S. Department of State
- British Foreign and Commonwealth Office
- WHO (World Health Organization)
- CDC (Centers for Disease Control)
- ACE Executive Assistance

In addition to the websites listed above, a variety of news sources can be consulted before and during the period of travel. These include the websites of newspapers and television networks of the destination city and country, but also the websites of such international news outlets as the New York Times, the Guardian, and the BBC. Google Alerts and RSS feeds can also help keep the traveler informed.

B. Travel Health & Medicine

Travelers should note that some countries may require vaccinations for entry and that any destination will have health and dietary considerations. In order to make sure you are well informed about these issues, refer to the resources listed here and follow up with a travel medicine provider well in advance of your travel.

Boston University and Boston Medical Center offer immunizations, education, and specialized medical expertise for people planning travel of all types — leisure, business, relocation, study abroad, volunteer service, and international adoptions.

Faculty and staff can learn more about services at the BMC Travel Clinic (more information below). Travelers are advised to make an appointment 4 or more weeks in advance of travel. However, if last minute travel is necessary, an appointment should still be made.

Students and those coordinating student trips can find more information on the Travel Medicine page of the University’s Student Health Services and make an appointment at Student Health Services.

All employees and students are strongly advised to verify their health care coverage prior to travel. Check with your health care insurance provider to ensure that pre-travel vaccinations and overseas medical care are covered, and to receive advice on health care abroad. Please refer to the Insurance section of the Toolkit for more information.

General resources for travelers

- The U.S. Centers for Disease Control and Prevention (CDC) provides a list of required and recommended vaccinations. This guidance and other health precautions may be found on the Travelers’ Health page of the CDC web site.
- Fact Sheets on common diseases, responding to chemical, biological, radiological or nuclear incidents and other health issues, including pandemic influenza, can be found at the U.S. State Department web site.
- Visit the web site of the World Health Organization for additional information about infectious diseases abroad.
• The International Society of Travel Medicine web site provides information about travel medicine providers in other locations.

Travel medicine for faculty and staff

The Travel Clinic at Boston Medical Center provides both pre- and post-travel medical services, including:

• Itinerary-specific, pre-travel consultations and immunizations for children and adults (including families), including yellow fever, hepatitis A, typhoid fever, meningococcal, rabies, and Japanese encephalitis vaccines.
• All other recommended vaccines (e.g., tetanus, measles/mumps/rubella, polio, influenza and hepatitis B) are available as well.
• Advice on prevention of vector-borne diseases such as malaria, dengue fever and chikungunya virus infection.
• Counseling on the prevention and treatment of traveler’s diarrhea.
• Advise on special issues such as medical care abroad, altitude sickness, and jet lag.
• Education on ways to avoid rare tropical diseases such as schistosomiasis, filariasis, leishmaniasis, and rabies.
• Expertise in the diagnosis and treatment of tropical diseases acquired abroad including common disorders such as malaria or traveler’s diarrhea.
• Expertise in the evaluation and management of a range of parasitic infections including strongyloidiasis, schistosomiasis, filariasis, onchocerciasis, leishmaniasis and rare bacterial infections such as leptospirosis and brucellosis.

Call the Travel Clinic’s hotline number: (617) 414-VACC (8222) for appointments. Please be sure to plan in advance: appointments should be scheduled at least 2 weeks before travel. Longer, more complex itineraries require more advance scheduling – ideally 4 weeks or more before travel.

Travel medicine for students

The knowledgeable staff at BU’s Student Health Services (SHS) provides both pre- and post-travel medical services. Students traveling on BU study abroad or research trips should consult with their trip organizer to receive information about their group’s SHS travel medicine appointment. Students should schedule travel appointments at least one month before they plan to leave the country. Before going to Student Health Services for a travel-related concern, please download and complete the form located on the travel section of the SHS website.

Students should visit the U.S. Centers for Disease Control and Prevention Vaccinations page to learn which vaccines are recommended or required for their destination country. Student Health Services provides travel vaccines such as hepatitis-A, typhoid, and yellow fever, as well as routine vaccines. Students may also need to visit the travel clinic at BMC or elsewhere if they need vaccines such as rabies, Japanese encephalitis, or polio.

SHS has a list of local travel clinics that can provide more extensive services when they are needed.

If students do not have their records of a recent physical exam on file, SHS is likely to ask that they return to have a physical exam done prior to travel. In this case, if the student is not covered by the Student Health Insurance Plan, they will be subject to a physical examination fee.
C. Emergency Response Planning

All overseas activities, including trips taken by individual travelers, need to prepare for the unexpected. Careful travel planning, insurance verification, and travel health preparation are important parts of planning. Two others are:

Itinerary and Emergency Contact Information

It is always in the best interest of the traveler to leave a copy of his or her itinerary and contact information, along with the names and details of family members or others also traveling, with his or her department, school, or office. Programs involving students or multiple researchers should create a contact list assembling all participants’ local contact information, and creating a chain of command for emergency communications.

At the same time travelers will want to record and keep handy key addresses, telephone numbers, email addresses and websites at their destination—such as the U.S. Embassy or Consulate, local emergency services, health care providers, banks, etc., as well as emergency contact information for BU or others in the U.S.

Itinerary and Emergency Contact Template

Emergency Management Plans

Established or regularly-offered programs, or any programs involving students or multiple personnel, should prepare a detailed Emergency Management Plan, including an emergency communication protocol and an evacuation plan. Global Programs will work with project leads and unit administrators to design plans appropriate to activities. While not all activities demand the same level of detail, in all cases, plans must be site-specific and consider local conditions, risks, and resources.

Registration with the U.S. State Department

All travelers who are U.S. Citizens, including students and family members, are advised to enroll in the U.S. State Department’s STEP (Smart Traveler Enrollment) Program. The STEP program allows registered travelers to receive regular notices from the State Department and Embassy of the destination country, and allows the U.S. Government to contact the traveler in the event of an emergency. There is also an iPhone app for STEP. Non-U.S. citizens should inquire about similar services from their home government.

D. Activities Involving Students

It is especially important that any overseas activity involving students design and maintain a detailed Emergency Management Plan, whether the program is organized by BU or an outside provider. Global Programs can help you plan a healthy, safe and secure experience for activities students. The guides, Checklist for Activities Involving Students and Student Predeparture Checklist, are helpful resources to get started.

It is also very important to meet with students before departing, in order to review health and safety information, as well as emergency procedures, with them. The Student Orientation Guide can help ensure that you cover the things your students need to know before you go.
E. In an Emergency Overseas

Members of the Boston University community who need emergency assistance or other travel assistance while abroad on University activities should follow these steps:

1. In a life-threatening or other serious emergency call local police, fire, or other emergency responders.

2. Assess the situation: what immediate steps can be taken to reduce the harm, danger or threat to participants? Are participants safer remaining where they are, or should they be moved? If the latter, where?

3. Contact all program participants to determine that they are safe and accounted for. Instruct them to follow the program’s emergency plans.

4. Verify and call your emergency travel assistance provider for help, including non-emergency help:

   Students on BU Study Abroad Programs covered by CISI and Europ Assistance:
   877-577-9504
   international collect at 240-330-1520

   Students on programs using OnCall International:
   866-525-1956
   international collect at 603-328-1956
   Group #711110.

   Students who are traveling on a program **not covered** by CISI or OnCall International should contact their program’s own emergency travel assistance provider or travel agency.

   Faculty and Staff have access to ACE Executive Assistance:
   800-766-8206
   international collect 202-659-7777
   Plan #01 SP 585; Policy #PHFD 36915213

5. Call the designated Boston University emergency contact for your program for further assistance. If you cannot reach that number, call the Global Programs Associate Director, Health, Safety and Security at 617-353-5401.

6. Continue to update Boston University continuously.

7. Maintain a written log of the crisis, actions taken, and communications.

For more information about emergency response best practices, see [Guide to Emergency Response – Essential Actions](#).
VIII. Travel

Travelers should consult the University Travel Policy on the Travel website before booking travel. Arrangements can be made with the University’s preferred providers, such as BCD Travel. Information on reimbursement of expenses can also be found in the University Travel Policy guide.

All travelers should take note of the immigration requirements of the host country before traveling. Information on visa and immigration requirements, as well as on how to obtain passports for US citizens, can be found in the Visas and Immigration section.

All BU travelers should take an active role in addressing health and safety concerns inherent to international travel and recognizing that certain regions require special considerations for political, cultural, legal or health-related reasons. Travelers should refer to the Health, Safety and Security section of this toolkit for more information on how to stay safe and secure while traveling abroad. This section includes information on health and travel emergency insurance.

A. Visas & Immigration

As some visas can take up to six months to process and require strict adherence to posted guidelines, it is important to verify immigration requirements well in advance of travel. Visa and immigration requirements vary by country and the nature of the activity. Faculty and staff leading international activities should ensure that all participants have reviewed applicable visa and immigration requirements for both the host country and the return to the United States.

Immigration – Outbound

Entry and exit requirements for all countries can be found in the country specific information provided by the U.S. State Department. Faculty and staff conducting research or teaching abroad should make sure to obtain business visas prior to traveling. Conducting research or teaching under a tourist visa could jeopardize an individual’s future ability to travel again to the particular country in which such activity occurred.

The following are third party service providers that programmatic staff have used for obtaining visas and suggested that others might find them helpful:

- CIBT, Inc.
- A Briggs Passport & Visa Expediters

Visa service companies can provide information about any letters of support (generally from BU) and/or invitation (generally from an in-country sponsor) that may be necessary as part of your visa application. Please check their websites and/or call them to ascertain the requisite content of these letters. Provide this information clearly to the individual or organization when you request the letter. Providing a sample letter may expedite the process.

Immigration – Inbound

The International Students and Scholars Office provides core services to international students, faculty, visiting scholars, and academic departments at BU in the United States. ISSO staff will help you ensure that all travel for
international students, scholars, and employees complies with U.S. regulations. As stated above, immigration processing can take a significant amount of time to complete due to extensive government regulations. Units interested in hosting international students, faculty, and visiting scholars should give the ISSO as much notice as possible to assist with immigration processing.
IX. Technology Abroad

BU Information Services & Technology (IS&T) is available to assist personnel – leaders of IT organizations throughout BU, Project Leads, and individual travelers as they plan for engagements outside the United States. The assistance provided by IS&T spans international borders and ranges from guidance on the best mobile phone plan for a particular itinerary, to recommendations for a complete IT infrastructure to support an ongoing project.

Regardless of the scope of your particular project, IS&T strives to establish best practices in computing and communication for any location BU has, or will eventually have, a presence. IS&T also aims to minimize the effort required to establish new programs while maximizing efficient use of the university’s resources.

To help achieve this goal, it is requested that program personnel:

- Share program plans and needs as early as possible as research into technology solutions in other countries often takes time. IS&T welcomes the opportunity to be included in the earliest conceptual discussions about possible projects to help guide budgets and facility specifications with IT requirements in mind. At a minimum, when possible, please give three weeks’ notice for technology teams to research a program’s needs and develop complete recommendations for IT equipment and services.
- Provide ongoing feedback regarding the provided recommendations so that IS&T can continually update and improve upon understanding of what works and what doesn’t in each location.

Please contact the individual listed in the contact box for global technology needs or to provide feedback. If your project requires a comprehensive solution that includes all aspects of technology, IS&T will assign a project coordinator to ensure that all technology recommendations ultimately mesh into a viable total solution.

Know before you go

Phones, computers and other devices don’t work the same everywhere. Before leaving the United States, travelers should review the following technology-related information:

- **Telephones**
- **Computers**
- **Connecting to BU**
- **Communications Options**

Project Leads and others directly involved in a particular international activity are the best source of information. Please send any feedback or questions to the appropriate help line listed.

For Help, Contact:

For future international travel plans, call the IS&T service desk for assistance: 617-353-HELP (353-4357) ithelp@bu.edu

For telecommunications questions, contact 617-353-2097 phone@bu.edu

For new program initiatives, contact the IS&T Project Management Office (PMO): http://www.bu.edu/tech/contact/
A. Telephones

Cellular telephones

Modern U.S. cellular phones will work in most urban areas, but coverage in other areas may be limited or non-existent. Confirm that you have an international plan with your wireless service provider (e.g., AT&T, Verizon) for whatever devices (e.g., cell phone, PDA) you will be using overseas, and confirm what usage rates will apply in the countries you are visiting. If you will be using international service regularly or extensively, consider whether an “international roaming” option would lower your total cost. These plans are available from some providers and offer reduced usage charges for a set monthly fee.

<table>
<thead>
<tr>
<th>International Plans</th>
<th>International Roaming</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>AT&amp;T</td>
<td>AT&amp;T</td>
<td>800-331-0500</td>
</tr>
<tr>
<td>Sprint</td>
<td>Sprint</td>
<td>888-226-7212</td>
</tr>
<tr>
<td>T-Mobile</td>
<td>T-Mobile</td>
<td>877-453-1304</td>
</tr>
<tr>
<td>Verizon</td>
<td>Verizon</td>
<td>888-844-0395</td>
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Carefully review the charges that will apply in the roaming plan that you choose and adjust your usage patterns accordingly. Services that are included for free, or at low cost, in domestic plans (for instance, texting or download of music and other media files) may incur significant charges in other countries.

As an alternative, wireless devices may be rented for international use. Contact phone@bu.edu to learn about the process and available options.

Useful Terms

**GSM:** Global System for Mobile communications is a common world standard for mobile phones. Its ubiquity makes international roaming common between mobile phone operators, enabling subscribers of one service to use their phones on many other services around the world.

**Quad-band phone:** A GSM phone that can operate in four different frequency bands:

- 850 MHz (U.S./Canada/Latin America/Brazil)
- 900 MHz (Africa/Europe/Brazil/Australia/much of Asia except Japan and South Korea)
- 1800 MHz (Africa/Europe/Brazil/Australia/Asia)
- 1900 MHz (U.S./Canada/Latin America/Brazil)

Some companies refer to this as a “world phone,” because the device can work on networks essentially around the world.

**SIM card:** A SIM (Subscriber Identity Module) card is a portable memory chip used in some models of cell phones. You can switch to a new phone by simply sliding the card out of the old phone and into the new one. When you purchase a pre-paid SIM card:
• You may be required to present ID photos, copies of your passport and visa, and possibly proof of residence.
• You will be assigned a phone number randomly by the service provider.
• You’ll pay in regular increments (like $5 or $10), with the amount of voice and data transmission increasing with the cost of the card.
• You will lose minutes not used by the expiration date (e.g., minutes may expire if they are not depleted in 90 days).

**Unlocked phone:** A phone “lock” is a software setting that keeps the device “loyal” to one carrier. A locked phone will recognize a SIM card only from a particular carrier, while an unlocked phone will recognize a SIM card from any carrier. You can purchase unlocked devices at various online retailers such as:

- http://www.dynamism.com
- http://www.skymall.com

**Consider the following before buying**

You’ll probably pay full retail value for an unlocked device. In many countries, you have the option of purchasing an unlocked device and then choosing your service provider.

If you plan to be away from the U.S. for more than a few weeks, consider purchasing a disposable phone in the country of travel, specifically for local calls (in addition to using an international phone for U.S. calls).

**Jailbreaking:** “Jailbreaking” a Smart Phone (e.g., an iPhone) allows the user to remove the restrictions that prevent you from loading applications not provided through the standard application store (e.g., the iTunes App Store). While it is legal to jailbreak your phone to install third-party apps not offered by the Apple Store or Android Marketplace, for example, doing so exposes you to several significant risks to the security of your phone and your information on it. For example:

- The warranty becomes void
- Your phone is more open to attack. When you jailbreak your device, it is more accessible from the outside than it was before the jailbreak
- Your phone could become less stable
- Each time Apple issues an iOS update you’ll need to jailbreak your phone again

**Data plans:** In many countries, data plans cost significantly more than in the U.S. Some devices will allow you to turn off data access while you are traveling. If your device doesn’t, or if you’re not sure how to do this, you might even consider canceling your data plan before you leave and reactivating it upon your return. Consult with the instructions for your device or ask your service provider for the recommended solution.

**Mobile Phone Security**

Mobile phone security is very important in protecting your identity and personal information. Almost all mobile phones have the ability to send and receive text messages, as well as the ability to connect to the internet. These features are useful and convenient, but malicious people can them to their advantage and, if you don’t set up your phone securely, may be able to:

- Gain access to account information and personal data
- Steal your phone and wireless service
- Infect your cell phone with a virus
- Lure you to a malicious web site
- Use your cell phone or mobile device to attack someone or something else
Not only do these activities have implications for your personal information, but they could also have serious consequences if you store University information on your device.

Secure your mobile phone

Lock your cell phone or mobile device. Using the security lock code, or PIN feature, to lock your phone is an important and simple tool that can be used as a safeguard and vital part of mobile phone security. This feature will make it less valuable to an attacker or someone trying to gain access to your cell phone.

Install a security program. For example, see Lookout Mobile Security. Lookout is free and runs on Android, Blackberry and Windows Mobile. It provides anti-virus and other security management features.

Internet Phone and Video: Skype, iChat, and other similar software

Skype (Mac and PC) and iChat (Mac) are popular software applications that allow you to reach people over the Internet using voice or video. Additional features of Skype, iChat, and similar products can include instant messaging, file transfer and video conferencing. Some of these products are desktop applications that require a software download and install. Other products require just a web browser. Either way, you may contact your school or department’s desktop support personnel to determine which of these products will meet your needs internationally, and how to install and use them. Please note, however, that some countries prohibit the use of these types of software applications and you should consider verifying whether the country you are visiting may be one.

B. Computers and Personal Information

Power adapters and converters: Two components provide external power to your computer: adapters and converters. The adapter is the plug itself, adapting the prongs on a standard U.S. three-pronged power cord to match the prongs required by the power outlets at your destination. The converter (or transformer) changes the local voltage to that required by your laptop. U.S. outlets are 120V. Most new laptop computer and mobile devices accept a broad range of input voltages from 100-240 volts by default, so they will only need a plug adapter, but not a power converter. However, there might still be some devices or computers that work only on the U.S. standard of 120V. To be sure, check your device to see what voltage range it accepts as inputs. If your power adaptors can’t handle the voltage of the location you plan to visit, you will need to purchase a voltage converter.

For more information on electricity conversion visit the Independent Traveler website.

Make sure your system is up to date: Shortly before leaving the U.S., make sure that your laptop is updated with the latest security and virus patches. This will help ensure that you have the latest protections and help keep you from being slowed down or incurring unnecessary data usage charges from running automatic update while you are connecting remotely.

Wireless Internet/Wi-Fi and Free Internet: If you use an open, free WiFi connection, anything information that you enter into a web page—any email address, any password, any form data—is at risk. Avoid connecting to any
website or service that requires password authentication and is not encrypted. In particular, you should avoid surfing to banking institutions, financial sites or any site that requires use of your credit card.

When you do use a free or open network connection, whether wireless or wired (such as a network cable in a hotel room) the very first thing you should do is to connect to the BU VPN by logging in at http://vpn.bu.edu. Once you are connected to the VPN, your network traffic will be encrypted and you will be much more protected from hackers.

Avoid accessing any sensitive website from any computer that is not yours, such as the public computers available at Internet cafes, libraries or the business centers of hotels. The security of such machines is highly unreliable.

**Take extra precautions to safeguard your data**

Create a full backup of your data before you go. See details on the IS&T Notebook Backup service.

Avoid carrying any sensitive data unless absolutely necessary. Consult with your IT personnel about tools to scan your system and find sensitive data so that it can be removed in advance of your trip. Many people are surprised to find that Social Security or credit card numbers have been saved somewhere on their system.

Encrypt any sensitive data if it is essential that you take it with you.

For more detailed information about backup services, encryption and traveling with your laptop and data, please visit IS&T Data Protection.

*Note:* Encryption technology is subject to U.S. export controls. Certain data content that you maintain on your laptop may also be subject to U.S. export control laws. For example, users intending to travel to Cuba, Libya, North Korea, Syria, Sudan, Iran or Iraq must contact the Office of Research Compliance for assistance in determining whether an export license is required, and how to apply for one. Certain countries may inspect laptops and data upon entry, so you should be careful about proprietary, patentable, or sensitive information that may be stored on your device. If you have encrypted files, customs officials in some countries (including the U.S.) may require you to decrypt the files for inspection. If possible, you may wish to take an alternate, “clean” computer when traveling to avoid exposing sensitive data to inspection. Refer to the Export Controls section of the Toolkit for more detailed information.
C. Connecting to BU

BU personnel can connect to the BU network from off campus using a Virtual Private Network (VPN). You can login at http://vpn.bu.edu OR install a local VPN client as described at IS&T VPN. Other information is provided at IS&T Remote Access.

E-Mail Access

If you have an Internet connection, you can access your BU e-mail through www.bu.edu/webmail (if you read mail on ACS) or http://xmail.bu.edu (if you read mail on Exchange). See IS&T Email for instructions.

You can also use a desktop client or hand held device to access your e-mail, just as you would if you were here on campus. However, these options may incur unexpected mobile connection or service fees. See the Toolkit section on Telephones for more details.

Important Security Note

If you configure any mobile device to access your email, it is important to configure that device to require a password or other security test prior to granting access. A phone should be configured to require a passcode or pattern if it has been off for more than 10 minutes.

D. Collaboration Options

There are many useful tools to facilitate collaboration across distances and around the globe. IS&T provides services and information to help you determine the best alternatives to suit your needs for voice, video conferencing, audio and video.

Detailed information on a wide range of options is available from IS&T's Communication & Collaboration Services. Some popular options include:

- Traditional voice conference calling
- Face-to-face video conferencing
- Real-time web conferencing
- Team Collaboration Sites
  - SharePoint
  - Google Sites
  - MediaWiki
X. Export Controls

Export control laws regulate the transfer of controlled information (including technical data and technical assistance) as well as controlled physical items (such as scientific equipment) to foreign colleagues and organizations in the United States and abroad. Exports include the shipment or transfer of equipment, articles, services or encryption software to another country as well as the transfer of technical data or information to a foreign national, whether it occurs in the U.S. or abroad.

Boston University is committed to complying with all United States export control laws and regulations, including those implemented by the Department of State through its International Traffic in Arms Regulations (ITAR), the Department of Commerce through its Export Administration Regulations (EAR) and the Treasury Department through its Office of Foreign Assets Control (OFAC). In order to ensure compliance, researchers at Boston University must review the Export Control website of the Office of Research Compliance and related materials and carefully consider these issues in connection with every research project. Violation of export control laws and regulations can result in significant civil and criminal penalties for the University and for the individual researchers involved.

Export control laws prohibit the unlicensed export of certain commodities, technologies and information for reasons of national security or protection of trade. Export controls usually arise for one or more of the following reasons:

- The nature of the export has actual or potential military applications or involves space-based research
- U.S. government concerns about the destination country, organization or individual
- U.S. government concerns about the declared or suspected end use or the end user of the export

U.S. Department of the Treasury Sanctions and other government programs prohibit individuals and organizations – including colleges and universities and their faculty and students – from providing services or support to some countries, political organizations and government-controlled organizations. Violation of these sanctions programs may have serious consequences – including civil and criminal penalties – for the university and for the individuals involved.

Role of the Department or Unit

All Project Leads of global activities should review the Research Compliance Export Control website of the Office of Research Compliance to ensure compliance with export controls laws.

Those most affected will be researchers whose work involves equipment, technical software, or technical information in other media including presentations. Laptops and GPS devices may be restricted upon entrance to particular countries.
In particular, Project Leads should ensure that the following considerations are made or steps are followed:

- Before traveling abroad with a laptop or GPS equipment, complete the Laptop-GPS Checklist.
- Before initiating a program abroad that involves collaboration with or providing services or assistance to a foreign country or a government-controlled organization, review current U.S. Department of Treasury Sanctions Programs and the U.S. Department of State Country Policies and Embargoes.
- Before beginning any sponsored research project, researchers must complete the Research Project Export Control Checklist, which will alert OSP to potential issues.
- Before carrying, shipping or otherwise sending materials outside of the United States, travelers must consult the Shipments – Questions to Answer to determine whether an export license is required.
- Before traveling to countries that may be the subject of sanctions, or collaborating with a foreign national outside of Boston University or any person or entity outside of the United States, or presenting research at an international conference, check the following sanctions lists:
  - Dept. of Treasury Sanctioned Countries
  - Dept. of State Country Policies and Embargoes List
  - Consolidated Screening List
- If researchers expect that research may involve or be shared with any individual or entity on any of those lists, you must confer with OSP or OGC as appropriate to determine whether a license is required for planned activities.
- Always be alert to any “red flags” and if issues concerning publication or access restrictions, contact OSP or OGC as appropriate.

Role of Central Administration

More information about Compliance and Assistance with Export Control Laws is available at the Office of Research Compliance website, including support material like the Research Project Export Control Checklists. Further details, Q&A and checklists on business travel to restricted countries, travel with a laptop or GPS, transport of materials abroad, FAQs, and “red flags” for researchers are also on these pages.
XI. Insurance

Insurance protects employees, students, property, and revenue. The University provides employees, faculty and students conducting international activities with insurance coverage such as General Liability, Commercial Auto Liability; Accidental Death and Dismemberment, Emergency Evacuation, Workers’ Compensation, Commercial Property and Business Income, Foreign Liability, and/or Defense Base Act Coverage.

In most cases this coverage is automatically provided by the University as part of its overall insurance and benefits program. In some instances, such as emergency travel assistance and evacuation coverage for students, the activity leader will be required to arrange for appropriate coverage by following the procedures outlined below. Regarding health insurance, since both students and faculty/staff individually arrange for their own health coverage, it is their responsibility to make sure that their health policy will be able to provide benefits in the countries in which they are conducting their international activities. For students this holds true whether students are enrolled in the BU Student Medical Insurance Plan or a plan held by their parents.

Additional insurance requirements may vary based on locations due to local requirements and the type of international activity conducted such as research, clinical work, and/or teaching.

Procedures to ensure adequate insurance coverage will vary based on the nature of the activity. The following information covers employee travel, student travel, leasing space or vehicles, and changes to ongoing activities.

Faculty and/or Staff

Detailed information for health insurance and disability coverage can be found on the Human Resources website. The Risk Management website provides detailed information about emergency travel assistance and workers compensation.

Health Insurance

It is very important that all international travelers be covered by a comprehensive health insurance policy. All travelers should review their personal health insurance plan, as not all plans provide comprehensive coverage overseas. This is particularly important for travelers accompanied by family members or who will be including personal time in their travel plans. Of the plans currently offered by BU to its employees, only the Blue Cross Blue Shield PPO plan and BU Health Savings Plan provide non-emergency coverage out of network.

Travelers may wish to purchase additional insurance, which is available through many travel insurance companies.

Information on health insurance for University employees residing overseas can be found on the Blue Cross Blue Shield Out-of-Country Plan offered through BU Human Resources. For more information on how this plan might integrate with host country medical insurance, contact a Benefits representative in Human Resources.

Emergency Travel and Evacuation Assistance

All Boston University employees traveling outside the U.S. on University business are automatically enrolled for emergency travel and evacuation assistance provided by ACE, the University’s insurance carrier for foreign exposures. Since these services are already built into Boston University’s insurance program, employees traveling internationally on University business should not have to purchase emergency medical or political evacuation coverage.

For Help, Contact:

Paul Clancy
Director
Risk Management
617-353-3020
pclancy@bu.edu
Note that this program with ACE is not health insurance. It does not cover medical treatment. Rather, it provides services that complement each employee’s individual medical coverage for items that are not covered in a standard health insurance policy, such as emergency evacuation.

ACE provides the following services for Boston University employees traveling on University business:

- Medical Emergencies
  - Emergency Medical Evacuation and Repatriation
  - Hospital Admission Deposit
  - Medical Monitoring
  - Dispatch of a Doctor or Specialist
- Emergency Political/Natural Disaster Evacuation Services
- Personal and Legal Assistance Services
  - Pre-Trip Medical Referral Information
  - Emergency Medication arrangements and transportation
  - Embassy and Consular Information
  - Lost Document Assistance
  - Emergency Cash Advance
  - Translations and Interpreters
- Online Security Information

Travelers are encouraged to carry the ACE Foldable Quick Card, summarizing these services, with them while traveling.

Further details on the services provided, including access to documents providing detailed information on these services and how to access them, can be found under Travel Assistance Services on the Risk Management website.

Workers Compensation

Massachusetts Workers’ Compensation laws prescribe certain medical, hospital, disability compensation, rehabilitation, and death benefits to be paid in the event of injury or death due to work-related accidents or illnesses. You are automatically covered by this insurance while you are employed by the University.

Students

Health Insurance

Massachusetts law requires that all students be enrolled automatically in the Boston University Student Medical Insurance Plan unless they certify that they are covered by a comparable, comprehensive health insurance policy. For students traveling overseas, that means a health insurance policy which provides comprehensive services at the destination as well as in the U.S. It is the obligation of each student to verify that his or her health insurance provides adequate coverage.

Students Participating in Boston University Study Abroad Programs

Details about health insurance and emergency travel assistance for students participating in BU Study Abroad programs can be found on at BU Study Abroad – Health & Safety.
Emergency Travel and Evacuation Assistance for Other International Activities

Administrators are responsible for ensuring that all students traveling internationally on a Boston University program are enrolled for emergency travel assistance to cover evacuation, repatriation, and other travel assistance services.

All students enrolled in Boston University Study Abroad programs as well as students who have purchased the Boston University Student Medical Insurance Plan are automatically enrolled in worldwide emergency travel assistance services through OnCall International Please review the PDF document, Aetna & OnCall Description of Travel Assistance Services, for a complete description of the services provided.

All other students must be enrolled by the administrator of the academic program into the On Call International program. This can be accomplished by contacting Aetna Student Health:

Scott Strothers
781-293-5617
sstrothers@aetna.com

Aetna Student Health
1 Charles Park
Cambridge, MA 02142
(860) 907-4674

When contacting Aetna Student Health to enroll students in the On Call International worldwide travel assistance coverage, be sure to have the following information ready:

- Name of department/program/group traveling
- Destination
- Full name of each participant needing coverage
- BU Identification number for each participant
- Date of departure/anticipated return date for each participant
- University contact/coordinator name, phone number, email address

For academic year 2011-2012, the premium cost is $36 per student/semester. Please note that all billing will be from Aetna Student Health directly to the department, which will pay a group bill for all students enrolled for coverage.

Administrators are also strongly encouraged to inform Global Programs and the Dean of Students prior to student travel on BU programs. This helps ensure a more systematic and coordinated effort in case of an emergency.

Purchase or Lease of Space or Vehicles

Vehicle rental: Review the Foreign Locations section under Automobile Rental Procedures on the Risk Management website, which provides guidelines and advice for renting a vehicle to conduct Boston University business.

Vehicle lease or purchase: Work with a local insurance agent to

- Properly register the vehicle in that location in accordance with local regulations
- Purchase the compulsory automobile liability mandated in that location. Include insurance covering physical damage to the vehicle.

Any vehicle purchased or leased internationally is required to have its primary insurance coverage purchased locally; this insurance must be arranged by the department owning the vehicle, and should be reported to Risk Management. The local coverage should include the minimum liability limits required by that location, as well
as collision and comprehensive coverage with deductibles that the department can absorb. The University’s foreign automobile insurance program provides excess liability limits over those purchased locally.

Please refer to the Moveable Capital Equipment section of the Toolkit for information on how to acquire vehicles.

*Purchase or lease of space:* Any department intending to purchase or lease space internationally should review the global Real Estate section of the Toolkit and then get in contact with Real Estate Management, who will notify Risk Management on any applicable insurance requirement. A lease, as a rough guide, is a contractual agreement for use of a space that will run longer than a year, and is usually several years long.

**Changes to Ongoing Activities**

Administrators of all global activities should contact Risk Management when changes occur that may impact insurance coverage in order to avoid a gap or lapse in coverage. Examples of such changes include major property purchases such as moveable capital equipment and vehicles.

**For Further Assistance**

Risk Management maintains appropriate insurance coverage based on what is known of the University’s needs. Types and nature of coverage are reviewed periodically. Risk Management can be contacted as a resource during the planning phase of any international activity if questions remain after reviewing the insurance and travel sections of the Global Programs website, or for general questions regarding the activity itself.
XII. Global Program Activities Questionnaire (GPAQ)

In an effort to increase the visibility, success and impact of Boston University’s extensive educational, research and service programs around the world, faculty and staff with global projects are requested to complete an annual Global Program Activities Questionnaire (GPAQ).

The information collected through this questionnaire is used in multiple ways:

- Increase visibility of BU’s global engagement (see the recently launched BU Global portal, including an interactive map populated with last year’s responses);
- Foster interdisciplinary faculty connections;
- Support BU programs in other countries; and
- Provide data required by the U.S. Internal Revenue Service about the University’s activities conducted outside of the U.S. (Reports to the IRS provide aggregate data only, not program-specific details.)

**PLEASE CLICK HERE TO GO TO THE QUESTIONNAIRE.**

Role of the Department or Unit

All educational, research, and service activities of a department or unit which have taken place and/or incurred expenses outside of the U.S. in a given fiscal year should be reported via the web-based questionnaire. Information should be provided either by the faculty lead or his/her administrative designee. Portions of this information are reported to the U.S. IRS as part of an annual federal compliance mandate. Therefore it is critical that submissions are accurate and completed within the allotted time frame. Inclusion criteria may change from year to year based on compliance requirements, so departments are asked to read instructions carefully each year. If problems are encountered while answering questions, the department may consult with the Office of Global Programs.

Role of Central Administration

The Office of Global Programs (OGP) coordinates the annual data collection process and maintains the university database on current global activities. OGP integrates this information into promotional and other materials about BU’s global impact, including the BU Global portal.

The Office of Financial Affairs utilizes questionnaire information to meet filing and compliance obligations to the IRS and others. Representatives may call faculty and/or staff to follow up on questionnaire responses as needed.

**Information Services & Technology** works with Global Programs and Financial Affairs to streamline the data collection process so that it is of minimal burden to faculty and staff while also satisfying the goals noted above.

For Help, Contact:
Jill Costello
Director, Strategic Program Support
Office of Global Programs
617-358-6351
jcostell@bu.edu
XIII. Alumni Relations

As one of the US leaders in international student enrollment, it’s no surprise that BU has an extensive and dynamic international alumni population. Boston University has a long and proud tradition of educating students from outside the US.

If you are traveling overseas, consider contacting the University’s Office of Development and Alumni Relations to inform them of your activities and to determine whether there are alumni who could be of assistance with your efforts. For development-related issues, or to explore opportunities for a particular project or program, please speak with your School’s development officer.

For Help, Contact:
Office of Development and Alumni Relations
617-353-9511
XIV. Links

Administration and Research Tools

U.S. Department of State International Travel
Informs the public of conditions abroad that may affect individuals’ safety and security, including country specific information, travel alerts, and travel warnings. Also includes helpful resources for traveling and living abroad.

Oanda Currency Exchange Calculator
Free site that provides Internet-based forex trading and currency information services to everyone, from individuals to large corporations, from portfolio managers to financial institutions. It has access to one of the world’s largest historical, high frequency, filtered currency databases.

Time Zone Planner
Free site that allows you to plan conference calls and meetings for up to four time zones around the world.

World Calendar with Holidays
Free site that allows you to view and print the federal and non-working holidays of countries around the world.

Google Translator
Translates 58 languages inside of any web browser. Download Google’s own web browser, Chrome, and the browser will translate for you

Skype
Free and paid software application services that allow you to reach people over the Internet using voice or video through your computer or smart phone. Additional features include instant messaging, file transfer and video conferencing.

Weather Around the Globe
The Weather Channel offers a searchable site for weather conditions in cities around the world.

Airport City Codes
Database with most of the world’s approximately 9,000 Airports. Airport codes are searchable by country, US state, US city, and Airport code, including Runway Length, Elevation, Latitude and Longitude.

Country Profiles from the Library of Congress
The Country Studies Series presents a description and analysis of the historical setting and the social, economic, political, and national security systems and institutions of countries throughout the world.