

Risk Management and Environmental Health & Safety Office (RM/EHS)

REQUIREMENTS FOR CUBA TRAVEL

- ✓ Tourist travel to Cuba remains prohibited. You must obtain a license from the Department of Treasury or your travel must fall into one of 12 categories of authorized travel. Individuals seeking to travel to Cuba are not required to obtain licenses from OFAC if their travel is covered by a general license. If travel is not covered by a general license, you must seek OFAC authorization in the form of a specific license.
- ✓ Completed University General Release form for each traveling participant. Note this will be a pre-completed form from the Risk Management & EHS Office.
- ✓ Coordination with the Risk Analyst (ext. 3-3534) in RM/EHS for Travel Assist Card (provides reference contact in case of emergency).
- ✓ Pre-departure briefing with travel participants on Consular/State Department Travel Warnings (conducted by RM/EHS). There should be scheduled a one-hour mandatory attendance session at least two-weeks prior to travel.
- ✓ Valid passport for the traveling participant (contingent upon completing affidavit).
- ✓ Visa for traveling participant.
- ✓ Clearly communicated written itinerary for each traveling participant (attach to Affidavit copy).

Coordination of pre-departure travel briefing should be scheduled with:

The Risk Analyst {primary}, or
Director, RM/EHS {secondary}
RM/EHS
(323) 343-3534 or (323) 343-3527