

# Global Activities Operating Guide



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## Introduction

This Global Operations Guide is designed to provide information and assistance to Stanford faculty, and staff supporting them, who are engaged in international work across the globe. It provides practical and logistical information as well as an overview of regulatory issues that are likely to be encountered by those working internationally.

Please note that this guide is an initial version; it is subject to change as additional infrastructure is developed to support global academic work.

Comments and suggestions regarding the guide are welcome. To provide feedback, please submit a help request to [Global Business Services](#). This University-supported issue tracking system is the preferred initial method of contact for global questions/issues. It is anticipated that its use will facilitate timely management of open questions. Additionally, it can provide data about global operating issues most frequently encountered, thus informing future development of enabling tools and services.

# Essential Considerations for All Foreign Activities

## Regulatory Matters

As a not-for-profit entity, and by policy, outlined in the [University Code of Conduct](#), Stanford University holds itself accountable to the highest standards of integrity and ethics. Accordingly, the University strives to comply with all regulatory requirements. Many areas of United States law may be triggered by foreign activities, including:

- Import Controls
- Export Controls
- Foreign Corrupt Practices Act
- Country Embargoes and Targeted Sanctions
- Tax Reporting (Forms 990, 5471, 926, 8865 et al.)
- Anti-Boycott Laws
- Foreign Bank Account Reporting

## Import Controls

Faculty/investigators must adhere to U.S. import requirements and should familiarize themselves with the regulations for importing items into the United States. An overview of these requirements is available on the [U.S. Customs and Borders Protection](#) web site.

It may be advisable to enlist the services of a customs broker, especially if shipments will be arriving by sea and thus subject to the Importer Security Filing 71730, also known as ISF 10+2. Stanford has a preferred provider relationship with customs broker [Tigers USA Global Logistics](#).

For additional assistance, submit a help request to [Global Business Services](#).

## Export Controls

The U.S. Departments of Commerce and State have established regulations (Export Administration Regulations-EAR, and International Traffic in Arms Regulations-ITAR, respectively) regarding the export of research-related materials and information from the United States. These regulations may apply to shipping or hand-carrying tangible items overseas, sharing certain information with foreign nationals at Stanford, or interacting with embargoed or sanctioned countries, organizations and individuals.

Stanford's export controls policy is contained in the [Research Policy Handbook](#). Oversight and implementation of the policy is provided by the Office of the Vice Provost and Dean of Research (DoR). The regulations relating to export controls are complex and change often. Stanford personnel are strongly encouraged to review the [University's export control guidance](#).

In addition, the [University Export Control Officer](#), Office of the Vice Provost and Dean of Research (DoR), is available to provide further information and to assist with [Stanford's export documentation requirements](#).

## Electronic Export Information (EEI)

The EEI must be filed for shipments from (and between) the U.S., Puerto Rico or the U.S. Virgin Islands to foreign destinations if any of the following applies:

- Shipment of merchandise is valued at more than U.S. \$2,500 and is sent from the same exporter to the same recipient on the same day (Note: Shipments to Canada from the U.S. are exempt from this requirement).
- Export Controlled Items, regardless of value, if:
  - The shipment contains merchandise that requires an export license or permit;
  - The merchandise is subject to the International Traffic in Arms Regulations (ITAR);
  - The shipment is being sent to Cuba, Iran, North Korea, Sudan or Syria; or
  - The shipment contains rough diamonds.

For additional EEI Information, please see [Electronic Export Information \(EEI\) / Shipper's Export Declaration \(SED\)](#).

Stanford Property/Equipment policies and procedures for movement of Stanford and sponsor-owned equipment and other property are described in the [University Property Manual](#). Administration of this function is provided by the Property Management Office (PMO) in the Office of Research Administration.

Off-campus use of property must be appropriately tracked. There are different requirements for use that is considered “temporary” (<30 days) versus long-term (>30 days), and additional requirements if the property being moved is government or other sponsor-owned. There may also be a need to dispose of equipment at the foreign site. The [Property Service Representative](#) can offer guidance in this process. Foreign countries additionally have their own specific requirements for importing and exporting items into and from their jurisdictions. It is the faculty/investigator’s responsibility to ascertain whether there are any such restrictions, prior to either shipping or hand-carrying items to those countries.

Further information, including country-specific profiles, is available at [FedEx International Resource Center](#). Questions concerning foreign export control regulations should be directed to the [University Export Control Officer](#), Office of the Vice Provost and Dean of Research (DoR).

For further assistance regarding property and equipment, including contact information, please visit the [Property Management Office](#).

## Foreign Corrupt Practices Act (FCPA)

The FCPA is enforced by the U.S. Department of Justice, and in the University context relates primarily to anti-bribery restrictions. The FCPA prohibits payments or gifts of “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. A “foreign official” could include any employee or contractor of a foreign government. Note that individuals employed by foreign universities could be characterized as “foreign officials” under the FCPA. It is also unlawful to make a payment to a third party knowing that all or a portion of the payment will go to a “foreign official”.

The FCPA contains one exception and two affirmative defenses that may apply to University business. The exception provides for a facilitating payment to a foreign official to obtain execution on a “*routine governmental action*.” This exception typically applies to common governmental actions such as the issuance of a visa, permit or license or loading or unloading of cargo. This exception does not include any decision by a foreign official to award new business or continue business with a particular party.

The first affirmative defense under the FCPA allows for the payment or gift to occur provided that it was “lawful under the written laws and regulations of the foreign official’s country”. This exception is extremely restricted since most such gifts or payments are generally not permitted under local law. The second defense may be used more frequently in University business and allows for payment of “a reasonable and bona fide expenditure,” such as travel and lodging expenses directly related to the promotion, explanation or demonstration of a University’s services or the execution or performance of a specific contract. This would likely be applied in cases of gifts of nominal value and reasonable hospitality expenses incurred at Stanford for a foreign official. However, lavish meals and accommodations for the official and his or her family members may present a problem under the FCPA.

The FCPA is open to interpretation, based on facts and circumstances. The U.S. Attorney-General is required by law to respond to requests for specific guidance. Please contact the [Office of the General Counsel](#) if you have specific concerns regarding compliance with the FCPA. For general information visit the [United States Department of Justice](#) site.

## Country Embargoes and Targeted 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, terrorists, international narcotics traffickers, and those engaged in activities related to the proliferation of weapons of mass destruction. Economic sanctions maintained by the U.S. are generally known as “embargoes” and can be comprehensive bans or targeted sanctions. Conducting business of any kind, including academic activities with or within a country currently under a comprehensive embargo is greatly restricted and requires an OFAC license. Targeted sanctions are aimed more specifically at prohibiting certain activities with sanctioned persons or entities within a country and in most cases do not restrict academic activities. OFAC may impose both criminal and civil penalties against individuals and institutions found to violate these sanctions.

As of September 2013, the following countries are subject to [OFAC Countries Sanctions Programs](#): Balkans, Belarus, Burma, Cote D’Ivoire, Cuba, Democratic Republic of Congo, Iran, Iraq, Lebanon, Libya, North Korea, Somalia, Sudan, Syria, Yemen, and Zimbabwe. Cuba, Iran, and Syria are presently subject to comprehensive economic sanctions. Targeted sanctions presently apply to the others.

The **Specially Designated Nationals (SDN) List** is updated regularly, and contains names of individuals and organizations that are restricted from “transactions or dealings” with U.S. individuals and entities. “Transactions or dealings” include any service, payment or agreement for a payment, regardless of the amount. The University screens all central payments made against the SDN list prior to their completion. The Office of the Vice Provost and Dean of Research (DoR) has created a Restricted Party Screening website for the Stanford community to perform SDN and related U.S. Government restricted party screens for foreign persons and organizations with whom Stanford is entering into an international

research collaboration or agreement. Stanford individuals are expected to be aware of these requirements and to consider them when entering into transactions with or within a foreign country. For further information, consult the [Stanford's Export Controlled or Embargoed Countries, Entities, and Persons](#) website.

Should specific assistance be required, contact the [University Export Control Officer](#), Office of the Vice Provost and Dean of Research (DoR).

## Tax Reporting

The U.S. Congress is increasingly scrutinizing the activities of non-for-profit entities, and has charged the IRS with improving transparency and accountability in the sector. Accordingly, the IRS has undertaken a major overhaul of reporting requirements, and the Treasury Department is stepping up enforcement of reporting regulations, particularly around international activities. Stanford University is required to file several different tax forms relating to its international operations and activities.

Faculty/investigators are strongly encouraged to register international projects in the [Global Activities Registry](#) to facilitate compliance by the University with U.S. tax code. Some requirements, such as the new IRS Form 990 Schedule F: Statement of Activities Outside the U.S., may apply to nearly all foreign activity while others are only applicable when the University has a transfer of assets or investment activities in a foreign country.

Stanford University (or its employees) may also have responsibility for tax reporting in the foreign country depending upon the types of activities involved. The U.S. has double taxation treaties with many countries which are designed to avoid duplicate tax exposure for federal taxes in the U.S. and in the treaty partner country. These treaties cover taxation of both organizational and individual activities. *Faculty should be aware that the duration and extent of their activities in foreign countries may generate both individual and institutional foreign tax exposures.* Regulations differ for each country, but caution should be exercised for stays greater than 90 days.

For additional information, or support please submit a help request to [Global Business Services](#).

*Please be advised that Stanford cannot provide personal tax advice.*

## Anti-Boycott Laws

The U.S. Department of Commerce is responsible for oversight of law prohibiting individuals and entities from participating in a boycott that is not approved or sanctioned by the U.S. government such as the Arab League boycott of Israel. The range of boycott-related activity prohibited includes:

- Refusing, or agreeing to refuse, to do business with or in Israel;
- Discriminating, or agreeing to discriminate, on the basis of race, religion, sex, national origin or nationality;
- Furnishing, or agreeing to furnish, information about race, religion, sex, or national origin of another person; and
- Furnishing, or agreeing to furnish, information about business relationships with or in Israel.

The Export Administration Act requires that any requests to participate in such a boycott or to conduct activities in any of the boycotting countries be formally reported to the appropriate U.S. government agency (Department of Commerce and IRS). Should these circumstances arise, please submit a help request to [Global Business Services](#), or contact the [Office of General Counsel](#).

### **Foreign Bank Account Reporting**

The U.S. Treasury Department requires any U.S. person who has a financial interest in or signatory authority over a financial account in a foreign country, where accounts exceed \$10,000 at any point during a calendar year, to report such accounts on the Report of Foreign Bank and Financial Account (TD F 90-22.1). The University centrally reports the relevant corporate accounts of which it is aware. Faculty/investigators or other Stanford employees should report any University business-related foreign bank or financial account to which they may be a signatory to [Global Business Services](#).

University employees should familiarize themselves of the requirements for any personal financial accounts. An IRS 1040 Schedule B form must be filed by the signatory for any foreign bank account, regardless of the balance amount in the account. See also the section regarding establishing foreign bank accounts.

For any questions or concerns about U.S. regulatory matters, submit a help request to [Global Business Services](#).



## Logistical Matters

### Immigration/Travel Documents

All members of the Stanford University community who will be studying or working in foreign countries, must obtain **appropriate documentation** to travel, work and/or reside in that country. In addition to a valid passport, many countries require a visa for entry and some may also necessitate a work permit. Many countries are tightening their immigration requirements, and travelers should pay close attention to the duration and purpose of their trips to ensure that they are securing appropriate visas. As a practical matter, it is advised that copies of these documents be taken with each traveler and uploaded to the personal Emergency Record available in **International SOS** online resources to assist in the event of their loss while the traveler is abroad (see Health & Safety section of this Guide for further information). Information on foreign entry requirements can be obtained from the [embassy web site](#) of the destination country. Agencies recommended by the University travel agent that specialize in obtaining visas for foreign travel include:

- [CIBT](#)
- [Peninsula Visa](#)
- [Travisa](#)
- [Visa Central](#)

### Administrative/Financial Operating Procedures and Documentation

Stanford University policies and procedures are described in the [Research Policy Handbook](#) and Administrative Guide. Relevant guidance may be found in:

- Admin Guide Ch 1: [Guiding Policies and Principles](#)
- Admin Guide Ch 2: [Human Resources: International Employees](#)
- Admin Guide Ch 3: [Financial Administration](#)
- Admin Guide Ch 5: [Purchasing and Payments](#)

While existing policies are largely geared towards University activities occurring in the United States, they also apply to international activities. With the emerging importance of global activities, the University is actively working to enhance information resources and services available for academic support. This must be coupled with ensuring compliance with an increasingly rigorous global regulatory environment. Faculty/investigators are encouraged to consult with the [Global Business Services](#), in the early planning stages of international projects to obtain the most effective support for their work. International projects often involve additional costs associated with obtaining foreign permits and approvals and fulfilling regulatory requirements. The Global Business Director may be able to assist with identifying and estimating such costs in connection with budget planning.

Prior to the commencement of any project, to facilitate compliance with U.S. and local laws and Stanford University administrative practices, it is required that:

- All agreements with Third Parties be appropriately structured, documented, reviewed; and approved by cognizant University offices with *delegated authority* (reference [Admin Guide](#)

[Policy 1.4.1](#)). In the University context this often takes the form of, but is not limited to, a written agreement with a foreign academic or government entity.

- Any income generated in the course of Stanford University activities abroad be reported to the [Global Business Director](#) so that local tax implications may be assessed.
- Appropriate procedures are developed for the procurement of goods and services in the foreign country, in accordance with University procurement policies outlined in the [Policy Handbook Chapter 5: Purchasing and Payments](#). Contact the [Chief Procurement Officer](#) for assistance in contracting for the acquisition of goods and services over \$2500.
- All payments/expenditures adhere to University accounting policies as outlined in [Administrative Guide Chapter 5: Purchasing and Payments](#) and the [sponsored research guidelines](#). Faculty/investigators insist upon written receipts for all financial transactions, even when this is an infrequent practice in the local environment; use of cash payments is discouraged wherever possible.
- Faculty/investigators inform themselves and personnel about regulations restricting the amount of currency that can be hand-carried out of the U.S. without currency reporting requirements (<\$10,000). Many foreign countries have exchange controls in place that limit the amount of incoming and outgoing currency. Accordingly, it is strongly advisable to determine in advance what currency regulations may exist for foreign destinations prior to departure. To research country specific information and requirements that may affect your international shipment, see Country Profiles in the [FedEx International Resource Center](#).
- Specific attention should be paid to individual tax exposure for project personnel who are outside of the U.S. for 183 days/year. This is particularly true when that time is spent in a single foreign country (even if not continuous). Please submit a help request to the [Global Business Services](#) should such a circumstance pertain to you, or to other Stanford personnel, on your projects. Note that the University cannot provide individual tax advice; however, these situations may have implications for both individuals and the University.

If you have an issue that is not addressed by existing policies and procedures, submit a help request to [Global Business Services](#).

## Recommendations for Contracting for Services and Paying Local Vendors

University policies governing purchasing are outlined in [Administrative Guide Policy 5.1.1](#).

Sections with particular relevance to global activities may include: Section 6: Government-Required Licenses and Permits and Section 7: Shipping of Biological and Hazardous Materials.

## Hiring Local Employees

In many countries, it is often difficult to hire local employees because there is no local entity to register the employment and to ensure compliance with local employment and tax laws. Significant in-country infrastructure is generally required to appropriately support payroll servicing. In addition, foreign jurisdictions may apply their own laws with respect to the employment relationship, as well as additional taxation and reporting requirements. In many cases, it may be preferable to work through a local institution, or with an entity authorized to hire employees and fulfill required local employment regulations. To facilitate this process for faculty/investigators, the University has established a relationship with SafeGuardWorld International to arrange for local hires in many foreign countries. Such

resources would be SafeGuard World International employees, but can be hired to Stanford's specifications. Additional information is available on the [SafeGuard World International](#) website. Plans to hire a new employee overseas should be submitted as a help request to [Global HR](#).

For assistance in developing financial procedures abroad or hiring local employees, faculty/investigators should also be submitted as help request to [Global Business Services](#) and Global HR.

## Global Health and Safety

Providing for the health and safety of the Stanford community is of utmost importance to the University and resources are available to assist faculty/investigators in addressing global health and safety issues for their international activities. The following recommendations may be useful in project preparations:

- Relevant health and safety information about the travel destination(s) such as required immunizations and related health precautions should be shared with project participants, as should the availability and quality of local health care and the travel destination's current political climate.

All participants should carefully review their [health insurance policies for details regarding international coverage](#).

- Faculty and staff traveling for Stanford on University Business are covered under the University's [Business Travel Accident Insurance](#).
- U.S. citizens and permanent residents (U.S. nationals) should [register their travel](#) with the U.S. State Department. Similarly, foreign nationals should do the same with the embassy of their country of citizenship. In the event of an emergency, the State Department can use the registration information to assist U.S. nationals. The State Department also provides [country-specific briefings](#) that may be helpful to U.S. nationals in their travel preparations.
- [Stanford's International Travel Policy](#) recommends against, but does not prohibit travel by faculty, staff or graduate students to countries where the U.S. Department of State has issued an official **Travel Warning** or where there is other reliable information about significant health or safety concerns in a country or region. It does, however, prohibit Stanford-affiliated travel to these areas for undergraduate students. The Office of Risk Management can be consulted for guidance in establishing health and safety protocols for challenging international locations. Where appropriate, Risk Management may require liability waivers.
- Emergency protocols should be considered for potential crises (political instability, natural disaster, hostage situation, terrorist attack, etc.) in the foreign country. Guidance in developing emergency protocols can be obtained from [Risk Management](#).
- International projects involving students or a large number of participants may necessitate additional health and safety precautions.
- University supervisors, including faculty supervisors, are responsible for protecting the health and safety of employees and students under their supervision. See Health and Safety: Principles, Responsibilities and Practices at [Research Policy Handbook 7.2](#).
- Additional resources for gathering information on local conditions in a country include:

- [Department of State](#)
- [CIA Factbook](#)
- [Center for Disease Control](#)
- [World Health Organization](#)

## Stanford University Emergency Medical Support and Evacuation Coverage

As part of its support for the ever-growing international activities of Stanford University, the University has contracted for travel assistance, emergency medical support and evacuation coverage for its community members through two insurance providers: Worldwide Assistance and International SOS. In addition to emergency services, both providers offer information services that may prove to be helpful in pre-trip preparations. Members should note, however, that these policies DO NOT provide health insurance coverage. Members should inquire with their health insurance providers about the level of coverage they have for international travel. Additional information may also be obtained from the [Benefits](#) site.

Please review the matrix below to learn more about the travel assistance coverage available.

Service	Worldwide Assistance	International SOS
<b>Coverage</b>	Faculty and staff only, traveling on University business	Services are covered for all members of the Stanford community, traveling on official University business EXCEPT for medical evacuation and repatriation of remains
<b>Medical evacuation and repatriation</b>	Covered for faculty and staff (Prepaid coverage)	Coverage available to Stanford groups (students, faculty, staff) for an additional fee
<b>Repatriation of remains</b>	Covered for faculty and staff (Prepaid coverage)	Coverage available to Stanford groups (students, faculty, staff) for an additional fee
<b>Political evacuation</b>	Covered by request from <a href="#">Risk Management</a> on a fee for service basis	Covered by request from <a href="#">Risk Management</a> on a fee for service basis
<b>Pre-departure consultation, medical referrals</b>	Covered for faculty and staff	Covered for all members of the Stanford community
<b>Medical referral on location</b>	Covered for faculty and staff	Covered for all members of the Stanford community
<b>Lost document assistance</b>	Covered for faculty and staff	Covered for all members of the Stanford community
<b>Emergency cash advance</b>	Covered for faculty and staff	Covered for all members of the Stanford community, fee for service
<b>Emergency interpreters</b>	Covered for faculty and staff	Covered for all members of the Stanford community
<b>Emergency medication provision</b>	Covered for faculty and staff	Covered for all members of the Stanford community, fee for service
<b>Online country guides for</b>	Available	Available

health		
<b>Online country guides for safety</b>	Available	Available
<b>Email alerts</b>	Not available	Available
<b>Online emergency record</b>	Not available	Available
<b>Itinerary tracker</b>	Not available	Available
<b>Online access to resources</b>	<a href="#">Europ Assistance</a> For log-in information, please <a href="#">click here</a> or contact <a href="#">Risk Management</a>	<a href="#">International SOS</a> Login: 11BCPA000272 Separate log-in for groups who have contracted for evacuation and repatriation coverage  <a href="#">Download</a> a copy of the ISoS access card to put in your wallet

**Note** - Stanford students enrolled in Cardinal Care have emergency medical assistance, evacuation and repatriation coverage through [On Call International](#) and [MedEx Travel Assist](#) helps Stanford's postdoctoral scholars. Students with a personal health insurance policy should check with their policy provider for medical evacuation and repatriation coverage.

## Travel Policies and Reimbursements

Faculty/investigators should understand Stanford University travel policies and reimbursement guidelines prior to travel to ensure timely reimbursement of all allowable expenses. It is recommended that you take the on-line course FIN-0400: Traveling for Stanford. Register for this course in STARS (Stanford Training and Registration System) via [Axess](#).

The following policies are likely to apply in the case of international travel:

- [Fly America Act and Open Skies Exceptions](#)
- [Export Control / Trade Sanctions Compliance Requirements](#)
- [Foreign Receipts](#)
- [Guidance for Business Meal Expenses](#)

These and other travel resources, policies, and procedures are available to faculty in the [Gateway to Financial Activities website](#).

## International Travel and Mobile Devices

Additional plans should be made for mobile devices (cell phones and laptops) when traveling abroad for both coverage and security. IT Services has laptops and iPads available for loan. For the appropriate steps to take, please [visit IT Services](#).

## Establishing Legal Status Overseas

### Corporate Registration

In the U.S., Stanford University has legal status as a trust with corporate powers, and is a tax-exempt educational institution under section 501(c)(3) of the Internal Revenue Code. “Exempt” corporate status does not necessarily have any meaning in a foreign country, and the University’s individual schools, centers, departments and other operating units or programs normally cannot register on their own to conduct business in foreign countries because they are not considered to be legal entities in their own right. Registering the University as a legal entity abroad is a strategic decision that must be made centrally, with final approval in the **President & Provost’s Office**. It should be noted that registering a legal entity abroad can take a significant amount of time.

Faculty/investigators should note that they are not, in general, authorized to execute agreements on behalf of the University. Such agreements should be reviewed and authorized by cognizant school or University officers (see [Admin Guide 1.4.1: Academic and Business Relationships with Third Parties](#)). The [Office of General Counsel](#) and the [Global Business Director](#), should also be advised in advance of such proposed agreements so that University-wide issues may be addressed.

Partnering with a local institution is often a more practical and expedient alternative to corporate registration, particularly in the case of sponsored research or short term projects. The advantages of such partnerships can be numerous:

- Provides existing facilities for research, business or teaching;
- Coordinates the payment of local employees and processing of other transactions related to the project;
- May eliminate the need for the lengthy process of corporate registration;
- May reduce necessary administrative tasks such as local hiring, tax reporting and withholding, and licensing; and
- May provide a financial advantage for acquiring goods and services only available to local institutions.

In the absence of a local partnership, an exemption from registration may be possible through a sponsoring U.S. government agency, or where activities will be completed for a foreign government. The University will consider foreign corporate registration if there are compelling operational or strategic reasons to do so and more efficacious options are not available. If you believe your program might be facilitated by foreign corporate registration, submit a help request to [Global Business Services](#).

### Taxation Requirements for Income for All International Programs

Despite its U.S. classification as a tax-exempt organization, Stanford University may not be exempt from paying taxes in foreign countries. The University could be taxed on income like any for-profit entity in the foreign country where it conducts business unless there is a special agreement with the foreign country, a specific exemption within the laws of the country or a modification provided for by an income tax treaty between the foreign country and the United States.

To ensure compliance with local tax laws, faculty/investigators should submit a help request to [Global Business Services](#). Often outside expertise will be required to assist in this assessment.

## Real Estate Agreements Abroad

It may be necessary to complete real estate agreements and/or leases for programs operating in a foreign country, particularly in the absence of a partnership with a local institution. University policy governing equipment and real estate leases is contained in [Administrative Guide Policy 5.2.2](#).

For the purposes of that policy, a lease is considered to be the commitment to pay for the use of an asset for longer than one year, with payments over the term of the lease of \$5,000 or greater. Any real estate leases not included in the Board of Trustee-approved capital budget must be reviewed and approved by the **Vice President for Land, Buildings and Real Estate**. University employees are reminded that only those individuals explicitly authorized by Stanford University to act on its behalf may enter into agreements, leases or other contracts. Generally a Power of Attorney is required to execute such contracts.

## Stanford Personnel Working Abroad

There are a significant range of issues raised when Stanford personnel are either assigned to work in a foreign country, or choose to do so by virtue of their Stanford appointment. Stanford employees working outside the United States, with Stanford as their employer, may be subject to employment-related laws of the foreign nation in which work is conducted. In addition, the existence of Stanford employees outside the United States may trigger additional compliance requirements besides those relating to employment. Therefore, the hiring or reassignment of employees to positions overseas must be supported by an important University business purpose and not be merely an accommodation to the employee. Hiring or reassignment approval must be obtained in advance from the cognizant Dean, Director, Vice-Provost or Vice-President. In addition, the hire or reassignment request must identify the key University business reasons for the assignment. University policy governing international employees can be found in [Administrative Guide Policy 2.2.13](#).

The duration of time spent by the employee in a foreign country is a critical gauge to determine the applicability of certain foreign regulations. Short-term business travel (usually under 60 days) is generally uncomplicated from an immigration and taxation perspective. However, when duration exceeds 90 days, personnel should be aware of the following considerations:

- **Tax Implications:** University employees working overseas, particularly for periods longer than 183 days, should inform themselves about both U.S. and foreign jurisdiction tax regulations. IRS Publication 54 “[Tax Guide for U.S. Citizens and Resident Aliens Abroad](#)” provides guidance on a range of issues from U.S. filing information, withholding taxes (including social security totalization agreements), foreign earned income and housing exclusions, other exemptions, deductions and credits and tax treaty benefits.
- **Human Resources/Personnel:** Stanford personnel working abroad are subject to the existing University personnel policies described in [Chapter 2](#). However, it is important to notify central HR in advance of such assignments to ensure that the employee and the University comply with local employment laws in the foreign location. This may involve consultation with outside experts. For assistance, please submit a help request at [Global Business Services](#).

- **Benefits/Health Insurance Coverage:** Stanford personnel traveling abroad on official University business for short-term or extended business purposes should review their individual medical and insurance coverage/s, and inform themselves about the University's emergency medical and evacuation coverage/s through Worldwide Assistance and International SoS. For faculty/staff assigned to work in foreign locations for an extended period, the University offers international health insurance coverage. The health and welfare benefits coverage may be more limited for employees working outside of the U.S. Contact [Benefits](#) or call 650-736-2985 for more information.
- **Governing Policies:** Stanford personnel working abroad remain subject to the existing University policies, including the policies described in the [University's Administrative Guide](#), the [Stanford Bulletin](#), the [Faculty Handbook](#) and the [Research Policy Handbook](#).

If you have questions, please submit a help request to [Global Business Services](#).

### Establishing Foreign Bank Accounts

In some cases, the scale of a project may necessitate establishment of a local bank account in the name of Stanford University to facilitate payments and business transactions in the foreign country. However, it is often difficult to summarily open bank accounts in foreign jurisdictions, and may conditionally require some form of corporate registration. The [Cash Management, Office of the Treasurer](#), should always be notified prior to the opening of a foreign bank account to manage Stanford University funds. Although not always possible, notification of at least six months prior to the account being needed is preferred.

### Cash Management Strategies and Reporting Requirements

Foreign countries may have banking regulations, registration or reporting requirements that apply to the receipt of substantial amounts of foreign funds (e.g., Foreign Contribution Regulation Act (FCRA) in India). Potential currency fluctuations should also be considered during the project planning phase. The ability to hedge currency transactions economically may be limited by project scale, but the [Cash Management, Office of the Treasurer](#) is available to consult on strategies and on reporting requirements.