



TRAVEL ADVISORY WITH CLIENT AFFIRMATION

PLEASE REVIEW THE FOLLOWING EXCERPTS FROM THE U.S. GOVERNMENT DOCUMENT “WHAT YOU NEED TO KNOW ABOUT U.S. SANCTIONS AGAINST CUBA,” ISSUED BY THE U.S. TREASURY DEPARTMENT’S OFFICE OF FOREIGN ASSETS CONTROL. MORE INFORMATION CAN BE FOUND AT:

<http://www.ustreas.gov/offices/enforcement/ofac/programs/cuba/cuba.shtml>

AFTER READING THESE EXCERPTS AND SPEAKING TO AN ATI REPRESENTATIVE,

Please complete the following as appropriate, sign and print your name and RETURN the entire document to ATI by any of the following methods:

By MAIL, to: AmericanTours International, Cuba Reservations
6053 West Century Boulevard, Los Angeles, CA 90045

By FAX, to: (310) 641-8422

By EMAIL of a scanned copy, to: cuba@americantours.com

_____ I affirm that I have read a copy of the below Travel Advisory and that its content has been explained to me verbally by an ATI representative.

_____ I affirm that an ATI representative has interviewed me regarding the requirements for travel to Cuba.

Signature

Name (Print) Date

*** _____ ***

United States Department of the Treasury
Office of Foreign Assets Control

CUBA: WHAT YOU NEED TO KNOW ABOUT U.S. SANCTIONS AGAINST CUBA

**An overview of the Cuban Assets Control Regulations —
Title 31 Part 515 of the U.S. Code of Federal Regulations**

I. INTRODUCTION: WHERE ARE THE RULES AND WHO MUST COMPLY? The Cuban Assets Control Regulations, 31 CFR Part 515 (the “Regulations”), were issued by the U.S. Government on July 8, 1963, under the Trading With the Enemy Act in response to certain hostile actions by the Cuban government. They are still in force today and affect any person subject to U.S. jurisdiction—



including all U.S. citizens and permanent residents wherever they are located, all individuals and organizations physically in the United States, and all branches and subsidiaries of U.S. organizations throughout the world—as well as all persons engaging in transactions that involve property in or otherwise subject to the jurisdiction of the United States. The Regulations are administered by the U.S. Treasury Department’s Office of Foreign Assets Control (“OFAC”). Criminal penalties for violating the Regulations range up to 10 years in prison, \$1,000,000 in corporate fines, and \$250,000 in individual fines. Civil penalties up to \$65,000 per violation may also be imposed. Please note that the Regulations require those dealing with (including but not limited to traveling to) Cuba to maintain records for five years and, upon request from OFAC, to furnish information regarding such dealings.

II. WHO CAN GO TO CUBA PURSUANT TO A GENERAL LICENSE?

A “general license” is an authorization the full details of which are provided in the relevant section of the Regulations. A person relying on a general license may engage in the activities it authorizes without needing to write in to OFAC for a letter of specific authorization (a “specific license”). The following travelers may engage in limited Cuba travel-related transactions without specific authorization from OFAC. The potential traveler is advised, however, to review the relevant section of the Comprehensive Guidelines for License Applications to Engage in Travel-Related Transactions Involving Cuba (the “Application Guidelines”) to confirm that his or her proposed travel-related transactions qualify for a general license. The *Application Guidelines* are available on OFAC’s website (www.treas.gov/ofac) at http://www.treas.gov/offices/enforcement/ofac/programs/cuba/cuba_tr_app.pdf. Only persons whose travel falls into the categories discussed below or who are specifically licensed by OFAC (see section II.A for information on specific licenses), may engage in limited travel-related transactions ordinarily incident to travel to, from and within Cuba.

A. Persons visiting “close relatives” who are nationals of Cuba

Persons visiting a “close relative” who is a national of Cuba, and persons traveling with them who share a common dwelling as a family with them, are authorized to engage in Cuba travel-related transactions pursuant to section 515.561(a)(1) of the Regulations. There is no limit on the duration or frequency of such travel to Cuba. Authorized expenditure limits for travel within Cuba are the same as for all other authorized categories of travel to Cuba (see section IV).

- A “close relative” is any individual related to a person by blood, marriage, or adoption who is no more than three generations removed from that person or from a common ancestor with that person. Example: Your mother’s first cousin is your close relative for purposes of this part, because you are both no more than three generations removed from your great-grandparents, who are the ancestors you have in common. Similarly, your husband’s great-grandson is your close relative for purposes of this part, because he is no more than three generations removed from your husband. Your daughter’s father-in-law is not your close relative for purposes of this part, because you have no common ancestor.

B. Persons visiting “close relatives” who are U.S. Government employees assigned to the U.S. Interests Section in Havana, Cuba

Persons visiting a “close relative” (see section II.A for a definition of “close relative”) who is a U.S. Government employee assigned to the U.S. Interests Section in Havana, as well as persons traveling with them who share a common dwelling as a family with them, are authorized to engage in Cuba



travel-related transactions pursuant to section 515.561(a)(2) of the Regulations. There is no limit on the duration or frequency of such travel to Cuba.

C. Journalists and support personnel

Journalists and supporting broadcast or technical personnel regularly employed in that capacity by a news reporting organization and traveling for journalistic activities are authorized to engage in Cuba travel-related transactions pursuant to section 515.563(a) of the Regulations. See section III.D below for information on specific licenses for free-lance journalists.

D. Official U.S. and foreign government travelers (traveling on official business)

U.S. and foreign government officials who are traveling on official business in their official capacities are authorized to engage in Cuba travel-related transactions pursuant to section 515.562 of the Regulations.

Officials of intergovernmental organizations of which the United States is a member (traveling on official business)

Officials of intergovernmental organizations, of which the United States is a member, who are traveling on official business in their official capacities, are authorized to engage in Cuba travel related transactions pursuant to section 515.562 of the Regulations.

F. Full-time professionals engaging in travel related to:

1. Professional research

Full-time professionals are authorized to engage in Cuba travel-related transactions to conduct professional research in their professional areas pursuant to section 515.564(a)(1) of the Regulations, provided that their research (1) is of a noncommercial academic nature; (2) comprises a full work schedule in Cuba; and (3) has a substantial likelihood of public dissemination.

2. Professional meetings organized by an international professional organization

Full-time professionals are authorized to engage in Cuba travel-related transactions to attend professional meetings or conferences in Cuba pursuant to section 515.564(a)(2) of the Regulations, provided that (1) the meeting or conference is organized by an international professional organization, institution, or association that regularly sponsors meetings or conferences in other countries; (2) the organization, institution, or association sponsoring the meeting or conference is not headquartered in the United States unless it has been specifically licensed to sponsor the meeting; (3) the purpose of the meeting or conference is not the promotion of tourism in Cuba or other commercial activities involving Cuba that are inconsistent with the Regulations; and (4) the meeting or conference is not intended primarily to foster production of any biotechnological products.

G. Employees of a U.S. telecommunications services provider or an entity representing such a provider

Employees of a U.S. telecommunications services provider or an entity duly appointed to represent such a provider are authorized to engage in Cuba travel-related transactions under two separate general licenses. Each general license provides that the travelers' schedule of activities may not include free time, travel, or recreation in excess of that consistent with a full work schedule.



- Cuba travel-related transactions incident to the commercial marketing, sales negotiation, accompanied delivery, or servicing in Cuba of telecommunications-related items that have been authorized by the Department of Commerce are addressed in section 515.533(f) of the Regulations. Please see section 515.533(f)(3) for reporting and other requirements concerning these travel-related transactions.
- Travel-related transactions and additional transactions incident to participation in telecommunications-related professional meetings for the commercial marketing of, sales negotiation for, or performance under contracts for the provision of telecommunications services, or the establishment of facilities to provide telecommunications services, are addressed in section 515.564(a)(3) of the Regulations.

H. Employees of a producer or distributor of agricultural commodities, medicine, or medical devices or an entity representing such a firm

Individuals regularly employed by a producer or distributor of agricultural commodities, medicine, or medical devices or an entity duly appointed to represent such a producer or distributor are authorized to engage in Cuba travel-related transactions incident to the commercial marketing, sales negotiation, accompanied delivery, or servicing in Cuba of such items, provided that their schedule of activities does not include free time, travel, or recreation in excess of that consistent with a full work schedule and provided the activities appear consistent with the export or re-export licensing policy of the Department of Commerce. Please see section 515.533(e) of the Regulations for reporting and other requirements concerning these travel-related transactions.

III. WHO CAN GO TO CUBA PURSUANT TO A SPECIFIC LICENSE?

OFAC considers specific license requests on a case-by-case basis related to travel for the activities listed below. Please refer to the [Application Guidelines](#) for help with determining whether you may be eligible for a specific license. Individuals wishing to obtain a specific license must submit an application to OFAC, prepared either in letter format or using OFAC's automated application form, which is available on OFAC's website (www.treas.gov/ofac) at <https://cubatransaction.ofac.treas.gov/>. Applicants must address the criteria set forth in the relevant section of the [Application Guidelines](#). Applications should be mailed to the Licensing Division, Office of Foreign Assets Control, U.S. Department of the Treasury, 1500 Pennsylvania Avenue, NW, Washington, DC 20220.

A. Educational activities

OFAC may issue specific licenses for up to one year in duration to accredited U.S. undergraduate or graduate degree-granting academic institutions authorizing the institution, its students enrolled in an undergraduate or graduate degree program at the institution, and its full-time permanent employees to engage, under the auspices of the institution, in travel-related transactions incident to the activities listed below. Note that an individual relying on an academic institution's license must carry a letter from the licensed institution (the required content of the letter varies based on the type of activity). Please see the [Application Guidelines](#) and section 515.565 of the Regulations for more information on specific licenses for educational activities and related requirements. Note that for individuals whose academic institutions have not obtained a specific license, OFAC may issue a specific license to authorize the individual to engage in travel-related transactions incident to the activities described in section III.A.2 or section III.A.3, below.



1. Participation in a structured educational program

Participation in a structured educational program that includes at least 10 weeks in Cuba as part of a course offered at the licensed U.S. undergraduate or graduate institution.

2. Noncommercial, Cuba-related academic research

Noncommercial academic research in Cuba specifically related to Cuba and for the purpose of obtaining a graduate degree (i.e., the proposed research is independent research for writing a master's thesis, doctoral dissertation, or similar document).

3. Participation in a formal course of study at a Cuban academic institution

Participation in a formal course of study no shorter than 10 weeks at a Cuban academic institution provided the Cuban study will be accepted for credit toward the student's degree at the licensed U.S. institution.

4. Teaching at a Cuban academic institution

Teaching at a Cuban academic institution by an individual regularly employed in a teaching capacity at a licensed U.S. undergraduate or graduate institution, provided the teaching activities are related to an academic program at the Cuban institution and the teaching in Cuba is no shorter than 10 weeks.

5. Sponsorship of a Cuban scholar

Sponsorship, including payment of a stipend or salary, of a Cuban scholar teaching or engaging in other scholarly activities at a licensed institution in the United States.

6. Organization of and preparation for the educational activities described above

Organization of and preparation for the educational activities described above by full-time permanent employees of a licensed institution.

B. Religious activities

OFAC may issue specific licenses to religious organizations to authorize individuals affiliated with the organization to engage in travel transactions under the auspices of the religious organization. Applications by religious organizations for such licenses must include examples of the religious activities to be undertaken in Cuba. Travel-related transactions authorized by such a license must be for the purpose of engaging in a full-time program of religious activities in Cuba. All individuals traveling pursuant to a religious organization's license must carry with them a letter from the licensed organization citing the number of the license and confirming that they are affiliated with the organization and are traveling to Cuba to engage in religious activities under the auspices of the organization. Please see the [Application Guidelines](#) and section 515.566 of the Regulations for more information on specific licenses for religious activities.

Note that persons wishing to travel to Cuba to engage in religious activities that are not authorized pursuant to a religious organization's specific license may apply for a specific license to engage in these activities. Specific licenses may be issued authorizing transactions for multiple trips over an extended period of time to engage in a full-time schedule of religious activities in Cuba.

C. Humanitarian projects and support for the Cuban people

Specific licenses may be issued for (1) travel-related transactions intended to provide support for the Cuban people, such as activities of recognized human rights organizations; and (2) travel related



transactions directly incident to certain humanitarian projects in or related to Cuba that are designed to directly benefit the Cuban people. Licenses may be issued authorizing transactions for multiple trips over an extended period of time by applicants demonstrating a significant record of overseas humanitarian projects. Please see the [Application Guidelines](#) and sections 515.574 and 515.575 of the Regulations for more information on specific licenses for support for the Cuban people and humanitarian projects.

D. Free-lance journalism

Specific licenses may be issued for travel-related transactions incident to research in Cuba for a free-lance article, provided that certain conditions are met. Licenses may be issued for multiple trips over an extended period of time by applicants demonstrating a significant record of free-lance journalism. Please see the [Application Guidelines](#) and section 515.563(b) of the Regulations for more information on specific licenses for free-lance journalism.

E. Professional research and professional meetings

Specific licenses may be issued for travel-related transactions incident to professional research or to attend a professional meeting that does not meet the requirements of the relevant general license (described in section II.F.2) may apply for a specific license to engage in these activities. Licenses may be issued for multiple trips over an extended period of time by applicants demonstrating a significant record of research. Please see the [Application Guidelines](#) and section 515.564(b) of the Regulations for more information on specific licenses for professional research and meetings.

F. Public performances, athletic and other competitions, and exhibitions

Specific licenses may be issued for travel-related transactions incident to athletic competition by amateur or semi-professional athletes or teams traveling to Cuba to participate in an athletic competition held under the auspices of the relevant international sports federation. To qualify, the U.S. participants must have been selected for the competition by the relevant U.S. sports federation, and the competition must be one that is open for attendance and, in relevant situations, participation by the Cuban public.

Specific licenses may also be issued for travel-related and other transactions incident to participation in a public performance, athletic competition not covered by the above criteria, nonathletic competitions, or exhibition in Cuba. The event must be open for attendance and, in relevant situations, participation by the Cuban public, and all profits from the event after costs must be donated to an independent nongovernmental organization in Cuba or a U.S.-based charity, with the objective, to the extent possible, of benefiting the Cuban people. Please see the [Application Guidelines](#) and section 515.567(b) of the Regulations for more information regarding these specific licenses.

G. Activities of private foundations or research or educational institutions

Specific licenses may be issued for travel-related transactions incident to activities by private foundations or research or educational institutes that have an established interest in international relations to collect information related to Cuba for noncommercial purposes. Licenses may be issued for multiple trips over an extended period of time. Please see the [Application Guidelines](#) and section 515.576 of the Regulations for more information on specific licenses for the activities of private foundations or research or educational institutions.



H. Activities related to the exportation, importation, or transmission of information or informational materials

Specific licenses may be issued for travel-related transactions incident to the exportation, importation, or transmission of information or informational materials. Please see the [Application Guidelines](#) and section 515.545 of the Regulations for more information on these specific licenses.

I. Activities related to U.S. exportations to Cuba

Specific licenses may be issued authorizing travel-related transactions incident to the marketing, sales negotiation, accompanied delivery, or servicing in Cuba of exports that appear consistent with the export or re-export licensing policy of the Department of Commerce and are not authorized by the general licenses described above in sections II.G and II.H. (See section 515.533(g) of the Regulations.)

J. Persons visiting “close relatives” who are neither Cuban nationals nor U.S. government employees assigned to the U.S. Interests Section in Havana, Cuba

Specific licenses may be issued for travel-related and other transactions incident to travel to visit a “close relative” (see section II.A for a definition of “close relative”) in Cuba who is neither a national of Cuba nor a U.S. Government employee assigned to the U.S. Interests Section in Havana (see section 515.561(b) of the Regulations).

IV. WHAT CUBA-RELATED TRAVEL TRANSACTIONS ARE AUTHORIZED BY OFAC LICENSES?

A. Generally

Unless authorized by a general or specific license, any person subject to U.S. jurisdiction who engages in any Cuba travel-related transaction violates the Regulations. Persons authorized to engage in Cuba travel-related transactions are allowed to engage in all transportation-related transactions ordinarily incident to travel *to and from* (not within) Cuba without any expenditure limitations. Authorized travelers also may engage in all transactions ordinarily incident to travel anywhere *within* Cuba, such as hotel accommodations, meals, local transportation, and goods personally used by the traveler in Cuba, provided that the total for such expenses does not exceed the State Department “per diem rate” Allowance for Havana, Cuba (<http://aoprals.state.gov>), in place during the period that the travel takes place (travelers can check the current per diem rate on the Internet at <<<http://www.state.gov/www/perdiems/index.html>>>) (see section 515.560(c) of the Regulations). Pursuant to the separate travel sections referenced above, most authorized travelers may also spend additional money for transactions directly related to the authorized activities in Cuba. For example, journalists traveling in Cuba under the journalism general license (described above at section II.C) may spend money over and above the current per diem for extensive local transportation, the hiring of cable layers, and other costs that are directly related to covering a story in Cuba. Purchases of services unrelated to travel or a licensed activity, such as elective medical services, are prohibited. The purchase of publications, recorded music, and other informational materials is not restricted.

This document is explanatory only and does not have the force of law. The statutes, Executive Orders, and implementing regulations relating to Cuba contain the legally binding provisions governing the sanctions, and this document does not supplement or modify those statutes, Executive Orders, or regulations.



The Treasury Department's Office of Foreign Assets Control also administers other sanctions programs involving, for example, certain countries and regimes, designated terrorists and international narcotics traffickers, Foreign Terrorist Organizations, and designated foreign persons who have engaged in activities relating to the proliferation of weapons of mass destruction. For additional information about these programs or about the Cuban sanctions program, please contact the:

OFFICE OF FOREIGN ASSETS CONTROL
U.S. Department of the Treasury
Washington, D.C. 800/540-6322
Miami, Florida 786/845-2829
www.treas.gov/ofac

Updated on September 3, 2009