

## EXPORT CONTROLS INTERNATIONAL TRAVEL CHECKLIST

There are many things to consider when planning a trip abroad, including compliance with export controls regulations. Some travel related activities and destinations may be prohibited, and others may require a license. When conducting University business, always consult with the Export Controls Office (ECO) if traveling to an embargoed or high risk country, or to a country of concern, or if you need to travel with: encrypted software, export controlled items or information, unpublished research data, or data not in the public domain. Please keep in mind that only items and information essential to the trip should be taken abroad.

Prior to travel, a request should be submitted through Concur detailing the nature of the trip. The checklist below can help identify potential export control issues. It is important to seek guidance from the ECO as early as possible. If a license is needed, the ECO will need adequate time to prepare, submit, and obtain the license from the federal government. Not all license requests will be granted. Additional information on Export Controls is available at <http://vpr.tamu.edu/resources/export-controls>.

Name of Traveler:

Destination(s):

Dates of Travel:

- |  | Yes | No | Unknown |
|--|-----|----|---------|
| 1. Will you travel to an embargoed or high risk country or a country of concern?<br><a href="http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx">http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx</a>  |     |    |         |
| 2. Is the travel related to any sponsored research project?  |     |    |         |
| 3. Will your activities involve presenting or sharing information not in the public domain?  |     |    |         |
| 4. Does your electronic device contain controlled software, technology, or information or have advanced or unique computing capabilities including those that are customized for use with a particular instrument, containing specialized research software, etc. <i>(Note: this does not include off-the-shelf laptops with standard operating systems, basic administrative software packages, and mass-market encryption capabilities.)</i> |     |    |         |
| 5. Will you be taking/shipping equipment or instruments for scientific exploration and research purposes?  |     |    |         |
| 6. Will you be taking/shipping chemicals, biologicals, composites, or other materials?   |     |    |         |
| 7. Will you be taking/shipping items designed or used for military, aerospace, defense, or nuclear purposes?   |     |    |         |
| 8. Are you a Responsible Party under a current Technology Control Plan?  |     |    |         |
| 9. Are the expenses for this travel being paid for or reimbursed by a foreign source?  |     |    |         |

If you have answered “yes” or “unknown”, to any of the questions, please contact the ECO for export control compliance guidance. Simply email the completed form to the ECO at [exportcontrols@tamu.edu](mailto:exportcontrols@tamu.edu) and include any relevant background information.

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