

## EXPORT CONTROLS GUIDANCE INTERNATIONAL TRAVEL

Individuals traveling internationally on university business or with university property are responsible for complying with export control laws and regulations which may restrict or prohibit some travel related activities and destinations and require licenses for others. The Export Controls Office (ECO) can help with these assessments to ensure institutional and individual compliance with export control requirements.

When planning a trip abroad, travelers should think about the purpose of their trip, who they plan to interact with, what they will take, where they will go and how long they will be gone when making export control assessments. Items that are not needed should not be taken abroad. Travelers should consult with the ECO if they are thinking about taking encrypted software, export controlled items or information, unpublished research data or data not in the public domain, or if traveling to a sanctioned country (e.g. Iran, Cuba, Syria, North Korea, Crimea region of Ukraine) to conduct university activities. Any international collaborations not previously disclosed and approved require prior approval.

Most travel for conferences will fall under an exclusion to the export control regulations such as the Publicly Available and Public Domain exclusions (see 22 C.F.R. 120.11 and 15 C.F.R. 734.3). Information that is published and is generally accessible to the public through publication in books or periodicals available in a public library or in bookstores or information that is presented at a conference, meeting, seminar, trade show, or other open gathering is considered to be in the public domain. An open gathering is one in which members of the general public are eligible to attend, and attendees are permitted to take notes. To reduce the risk of potential export control violations, travelers should limit the information and technology they share to information that is published, and/or publicly available and should not share or take information, software, or technology that is proprietary, or designated for military, space, encryption software or nuclear related applications; or may have been received under a nondisclosure agreement, or otherwise subject to contractual restraints. We advise to only share information that is publicly available during your time abroad to avoid any export control violations.

Items taken outside the U.S., even when temporarily hand-carried, are exports. University employees and students traveling outside the U.S. with items such as equipment, electronics, research materials, biologicals, and chemicals, should submit an International Shipping Review form. ECO will determine the appropriate export authorization for the items that will be exported. There are a number of exceptions and exclusions which may apply, depending upon the facts and circumstances of each case. ECO will assist with documentation that may be required.

TAMU employees who will be conducting university business while traveling are required to use Technology Services managed equipment that has the proper protections including device level encryption applied. All external storage devices that might be used must be approved by a Technology Services representative and have appropriate security applied to the storage device as well. All mobile computing devices that may have confidential information on them must be managed and have required security protections which include encryption and monitoring.

### **Traveling with mobile devices to international countries:**

Loaner devices are not required but are strongly encouraged.

### **Traveling with mobile devices to international countries of concern:**

Loaner devices are required.

If you are unable to obtain a loaner laptop or take your personal computer, please ensure that you do not have any controlled software, technology, or information on it. Unpublished data are also at risk. Any personal mobile or other device that has TAMU information (i.e. email, Teams DUO app, CONCUR app, etc.) or will be used for TAMU purposes should be taken to IT to ensure it has the proper security profile as well. Any personal device should be taken to IT to be sanitized before docking into the TAMU system upon your return. Additional information regarding safe computing while traveling may be found [here](#).

An [International Travel - Export Control Screening Checklist](#) may be used by travelers to assist in the identification of potential export control issues.

For more information contact:

Export Controls/Conflict of Interest/Responsible Conduct of Research Office

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