



International Travel Checklist Export Control Screening

When planning a trip abroad, you should think about the purpose of your trip, who you plan to interact with, what you will take, where you will go, and how long you will be gone when making Export Control assessments. Items that are not needed should not be taken abroad. Consult with the Office of Compliance and Risk Management if you are thinking about taking encrypted software, Export Controlled items/information or unpublished research data or data not in the public domain, or if traveling to an embargoed country. Some travel related activities/destinations may be prohibited and others may require a license.

Texas A&M University-Kingsville (TAMUK) employees are required to attach all finalized Export Control documents to their travel requests in Concur to receive approval to travel to a foreign country for university business. The checklist below should be used to identify potential Export Control issues. **Completed forms must be submitted to the Export Controls Delegate assigned to your department/college for review.** It is important to seek guidance as soon as possible. If a license is needed, the University will need adequate time to prepare, submit, and obtain the license—assuming it will be granted. Additional information on Export Controls is available at <http://www.tamuk.edu/compliance/export-controls.html>

Section 1 – Checklist:

	Unknown	Yes	No
A. Will you travel to an embargoed destination? For current list see: Sanctions Programs and Country Information			
B. Will you take information, technology, or items subject to Export Control regulations and not widely available in the public domain? (e.g. technology; software; and information related to the design, production, testing, maintenance, operation, modification, or use of controlled items or items with military applications) If “Yes” or “Unknown,” please identify: <div style="border: 1px solid black; height: 60px; width: 100%; margin-top: 5px;"></div>			
C. Will you take any University owned technology? (e.g. laptops, tablets, and/or software) If “Yes” or “Unknown,” please identify: <div style="border: 1px solid black; height: 60px; width: 100%; margin-top: 5px;"></div>			
D. Will you take any personal technology devices used to access or conduct university business that is not otherwise publicly available? (e.g. smart phones, laptops, and/or tablets) If “Yes” or “Unknown,” please identify: <div style="border: 1px solid black; height: 60px; width: 100%; margin-top: 5px;"></div>			

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	Unknown	Yes	No
<p>E. Will you take biological or hazardous materials? If “Yes” or “Unknown,” please identify:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
<p>F. Will you take any other research materials or equipment? (e.g. GPS or other technological equipment or software not including basic/standard laptops, tablets, or smartphones and general commercial software) If “Yes” or “Unknown,” please identify:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
<p>G. Will you be attending a meeting with foreign representatives from a university or company? If “Yes,” please provide the full names of the persons and their affiliated company/institution. If “Unknown,” please explain:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
<p>H. Will your activities involve presenting or sharing information NOT in the public domain? If “Yes” or “Unknown,” please explain:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
<p>I. Do you know or have any reason to believe that the information you will be sharing or the activities you will engage in while traveling will have a military use or will provide a military service? (e.g. will the information you carry with you or the discussions you engage in aid in the design, development, production, or use of nuclear explosive devices, chemical/biological weapons, or missiles?)</p>			
<p>J. Will you be furnishing financial assistance or anything of value, including services to a blocked or sanctioned country, individual, or entity? This includes agreements performable outside the United States, payments to foreign vendors, engaging in collaborative projects/activities.</p>			
<p>K. Will your activities involve sharing non-commercial encryption software in source or object code?</p>			

Section 2 – Traveler Information:

Name of Traveler: _____

Title: _____

Department: _____

Email: _____

Phone: _____

Departure date from US (mm/dd/yyyy): _____

Return date to the US (mm/dd/yyyy): _____

Destination Country: _____

Destination City: _____

Purpose of Trip/Project and Benefit to the State of Texas:

(If applicable please provided the full name(s) of the conference(s) you plan to attend during this trip/project. This section must match the purpose and benefit of the trip in Concur.)

I acknowledge that the answers I have provided are true and correct to the best of my knowledge. If my travel plans change, I understand that I should complete another checklist.

Signature of Traveler: _____ **Date:** _____

Please submit this completed form to your designated Export Control Delegate.

For a list of college/department delegates please see:

http://www.tamuk.edu/compliance/Visual_Compliance_Delegate_List.pdf

DELEGATE USE ONLY

Received by: _____ Date: _____

Date submitted to the Compliance Office: _____