

International Travel Checklist

This form should be completed (with as much advance notice as possible) prior to travel outside the U.S. Complete the form and deliver or email to the Export Control Office (ECO) for an export control evaluation. You will be notified of the status of the evaluation as soon as possible. If an export license is required, it must be in place prior to travel. Information about export controls can be found at www.exportcontrol.uncg.edu.

Name of person traveling outside the U.S:

Dept: Phone No.: Email:

Name/phone number of person filling out form:

1.	Do you plan to travel to Cuba, Iran, North Korea, Syria, Sudan, or Libya? <i>If yes, a license may be required or be prohibited. Check with the ECO.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Other than those listed above, to which countries are you traveling? <i>Export control issues vary depending on the country.</i>	Please list:
3. (a)	What is the purpose of this travel? <input type="checkbox"/> Conference or meeting <input type="checkbox"/> Research project (Account No.) <input type="checkbox"/> Other	If 'Other', please provide details:
(b)	If you will be attending a conference or meeting, provide the full name of the conference or meeting, including website, if applicable.	Title: Website:
(c)	Who is sponsoring the conference or meeting? <i>Export control issues vary depending on the country, what you are taking, what information you are presenting, and what foreign sponsor/government is involved (if applicable).</i>	Sponsor:
4. (a)	If you will be presenting at a conference or meeting, has your presentation been vetted for export-controlled data or information? <i>Export-controlled data/information could require a license, and information provided at a conference or meeting must be evaluated for possible export control issues.</i>	Yes No
(b)	After evaluating your materials for possible export control issues, did you determine that any of the information is export controlled?	Yes <input type="checkbox"/> No
(c)	If yes to 4 (b), is it EAR or ITAR controlled? <i>If unsure, contact the ECO.</i>	ITAR EAR
5.	What organization or persons (e.g., companies, universities, or professors) will you visit? <i>There are "denied" entities and lists that we are prohibited from doing business with, or an export license may be required.</i>	Please list:
6. (a)	Will you receive compensation for your travel expenses or other compensation from a foreign sponsor or government?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify:
(b)	If yes to 6 (a), what foreign sponsor or government? <i>Export issues could exist if receiving compensation.</i>	
7. (a)	Do you plan to hand-carry (or ship) a laptop, PDA/smart phone, or other equipment, data, technology, or software (other than Microsoft Office, Internet Explorer, Adobe, Firefox) when traveling abroad? <i>If yes, please list software, equipment and technology (or attach list). An export license or license exception may be required</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please list equipment, software, etc:

<p>(b)</p> <p>If yes to 7 (a), will the above mentioned item(s) be used ONLY as a “tool of the trade”, i.e., to only conduct UNCG business (e.g. present at a conference, conduct research project, teach, etc.)?</p> <p>(c)</p> <p>Will the item(s) be returned to the U.S. within 12 months?</p> <p>(d)</p> <p>If a license or a license exception is required, will the item(s) be under the “effective control” of UNCG personnel while the property is abroad? Note: “Effective Control” is defined as retaining physical possession of an item or maintaining it in a secure environment such as a hotel safe or a locked or guarded facility.</p> <p><i>If a license is required, there are license exceptions that can be used (for most countries) in lieu of a license for shipping/carrying certain technical data and equipment if conducting UNCG business. There is a form that must be filled out prior to travel.</i></p>	<p><i>depending on what you are taking and the country you are traveling to.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, explain:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>if no, explain:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>8. (a)</p> <p>(b)</p>	<p>Do you intend to travel with hazardous materials or scientific instruments containing licensed or hazardous materials? <i>Some radioactive materials are export controlled and the VC ORED has a policy memo forbidding this type of material transfer without her authorization.</i></p> <p>If yes to 8 (a), do you have the VC for ORED’s approval and an export license? <i>If no, the proper authorizations must be obtained prior to shipment.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>9.</p>	<p>Have you removed export-controlled information from electronic storage media (laptops, memory sticks, PDAs/smart phones, etc.)? <i>If yes, no export license required for most countries.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>No Export-controlled info <input type="checkbox"/></p>
<p>10.</p>	<p>Are you sharing UNCG-developed, non-commercial encryption software in source code or object code? <i>If yes, an export license may be required. Check with the ECO.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>11.</p>	<p>While you are traveling, will you have or share items, documents, information, or data that is related to export-controlled research? <i>If yes, an export license may be required. Check with the ECO.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>12.</p>	<p>Do you know or have any reason to believe that the information or software to be shared will have a military use (e.g., the design, development, production, or stockpiling or use of a nuclear explosive device, chemical or biological weapons, or missiles)? <i>If yes, an ITAR license will be required. Check with the ECO.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

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