


Name of person traveling outside the U.S.: \_\_\_\_\_

Dept: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Name/Phone number of person filling out form: \_\_\_\_\_

## TAMUCC – Foreign Travel Export Control Checklist

This form should be completed (with as much advance notice as possible) prior to travel outside the U.S. Please work with the Travel Office for an export control evaluation prior to processing the Travel Authorization Request. 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.

1.	<p>Do you plan to travel to: Balkans, Belarus, Burma, Burundi, Central African Republic, Cote d'Ivoire (Ivory Coast), Cuba, Democratic Republic of the Congo, Iran, Iraq, Lebanon, Libya, North Korea, Somalia, Sudan, South Sudan, Syria, Ukraine/Russia, Venezuela, Yemen, or Zimbabwe?</p> <p><i>If yes, a license may be required or be prohibited.</i></p> <p>Is any other person traveling with you? If yes, please list.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
2.	<p>Other than those listed above, to which countries are you traveling? <i>Export control issues vary depending on the country.</i></p>	Please List::
3. (a)	<p>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 depending on what you are taking and the country you are traveling to.</i></p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Please list equipment, software, etc.:</p>
(b)	<p>If yes to 3(a), will the above-mentioned item(s) be used <b>ONLY</b> as a "tool of the trade" i.e., to only conduct <b>TAMUCC</b> business (e.g. present at a conference, conduct research project, teach, etc.)?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If no, explain:</p>
(c)	<p>Will the item(s) be returned to the U.S. within 12 months?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If no, explain:</p>
(d)	<p>If a license or a license exception is required, will the item(s) be under the "effective control" of <b>TAMUCC</b> 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>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 <b>if conducting TAMUCC business</b>. There is a form that must be filled out prior to travel. <i>Please use the Request for Baggage License Exception and the Request for Temporary License Exception forms located at <a href="http://research.tamucc.edu/compliance/forms.html">http://research.tamucc.edu/compliance/forms.html</a>.</i></p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
4. (a)	<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 VPRCO has a policy memo forbidding this type of material transfer without his authorization.</i></p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
(b)	<p>If yes to 4(a), do you have the VPRCO's approval and an export license? <i>If no, the proper authorizations must be obtained prior to shipment.</i></p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
5.	<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.</i></p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
	<p><b>If you have answered "yes" to any of the above questions, this document must go to the Office of Research Compliance and Export Control via email to <a href="mailto:Edward.orona@tamucc.edu">Edward.orona@tamucc.edu</a></b></p>	
6. (a)	<p>What is the purpose of this travel?</p> <p><input type="checkbox"/> Conference or meeting</p> <p><input type="checkbox"/> Research project (Account No. _____)</p> <p><input type="checkbox"/> Other: _____</p>	<p>If "Other", please provide details:</p> <p>Title:</p> <p>Website:</p>
(b)	<p>If you will be attending a conference or meeting, provide the full name of the conference or meeting, including website, if applicable.</p>	

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(c)	Who is sponsoring the conference or meeting? <i>Export control issues vary depending on the country, what are you taking, what information are you presenting, and what foreign sponsor/government is involved? (If applicable)</i>	Sponsor:
7. (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. If you are unsure, please contact the Export Control Officer.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
(b)	After evaluating your materials for possible export control issues, did you determine that any of the information is export controlled?	<input type="checkbox"/> YES <input type="checkbox"/> NO
(c)	If yes to 7(b), is it EAR or ITAR controlled? <i>If unsure, contact the Export Control Officer.</i>	<input type="checkbox"/> ITAR <input type="checkbox"/> EAR
8.	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:
9. (a)	Will you receive compensation for your travel expenses or other compensation from a foreign sponsor or government?	<input type="checkbox"/> YES <input type="checkbox"/> NO Please specify:
(b)	If yes to 9(a), what foreign sponsor or government? <i>Export issues could exist if receiving compensation.</i>	
10.	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>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> No Export-controlled info
11.	Are you sharing TAMUCC-developed, non-commercial encryption software in source code or object code? <i>If yes, an export license may be required.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
12.	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.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO

\*Signatures below indicate that you are certifying that the information above is true and correct.

\*Traveler: \_\_\_\_\_ Date: \_\_\_\_\_

\*Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR TRAVEL OFFICE USE ONLY**

Okay to create Authorization Request  Not Okay to create Authorization Request – Forward to TAMUCC Research Compliance Officer

Travel Office: \_\_\_\_\_ Date: \_\_\_\_\_

Okay to proceed with Authorization Request – return to Travel Office  Trip not approved – Return to Travel Office

TAMUCC Research Compliance Officer: \_\_\_\_\_ Date: \_\_\_\_\_

LEGEND: CCL – Commerce Control List; EAR – Export Administration Regulations (Department of Commerce); ITAR – International Traffic in Arms Regulations (Department of State); OFAC – Office of Foreign Assets Control (Department of Treasury); TAMUCC – Texas A&M University-Corpus Christi; USML – United States Munitions List; VPRCO – Vice President for Research, Commercialization & Outreach

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