



**Name of Traveler:**

**Date of Trip:**

**TEXAS A&M UNIVERSITY-TEXARKANA  
International Travel - 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 will you be gone when making export control assessments. Items that are not needed should not be taken abroad. Consult with the Export Control Office (ECO) if you are thinking about taking encrypted software, export controlled items/information or unpublished research data or data not in the public domain, or if traveling to an embargoed country to conduct university activities. Some travel related activities/destinations may be prohibited and others may require a license.

Travelers are required to submit a Travel Request in Concur to receive approval to travel to a foreign country. If you mark any of the boxes below “yes” or “unknown”, contact the ECO for export control compliance guidance prior to your trip by emailing your completed form to the [research@tamut.edu](mailto:research@tamut.edu) and including any relevant background information to put the checklist into context (e.g. countries you plan to visit, the purpose and duration of the trip, items and information you plan to take). It is important to seek guidance from the ECO as soon as possible. If a license is needed, the ECO will need adequate time to prepare, submit and obtain the license.

**TRAVELER CHECKLIST**

1. Will you travel to an embargoed destination (e.g. Cuba, Iran, North Korea, Sudan, Syria)? For current list see <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>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. 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. This does not include basic marketing information on function or purpose; information regarding general scientific, mathematical or engineering principles commonly taught in universities; or information that is generally accessible in the public domain.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Will you be taking biological or hazardous material? a. If yes, please identify: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Will you take materials or equipment? (Advanced laptops, software or scientific equipment. Please note that this section does not include basic/standard laptops, workstation, and/or tablet, operation general commercial software like Windows and Apple's IOS)	Yes <input type="checkbox"/> No <input type="checkbox"/>

a. If yes, please identify: _____	
5. Will your activities involve presenting or sharing information not in the public domain? a. If yes, please explain: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. 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, stockpiling or use of nuclear explosive devices, chemical or biological weapons, or missiles?)	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. 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, making payments to foreign vendors, engaging collaborative projects/activities.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Will your activities involve sharing non-commercial encryption software in source or object code?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>STOP!</b>	
If you have answered “yes” to any of the above questions, further review is needed to ensure compliance to export control regulations. Forward this document to the Office of Research Compliance and Export Control via email to <a href="mailto:research@tamut.edu">research@tamut.edu</a> .	

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 \_\_\_\_\_