



Request for Foreign Travel

Requests must be received by the President's Office at least 15 days prior to proposed travel. Requests for travel to high risk areas must be received by the President's Office at least 30 days prior to proposed travel. You must also adhere to any internal department, college, or school deadlines.

Agency Name: Texas A&M University-Commerce Agent Code: 751

Name of Traveler: _____	Title: _____
Destination _____	Date Departing _____
Approximate Cost _____	Date Returning _____

Are students traveling as well? Yes No
If so, please provide lodging information and student names and CWID's on a separate page.

Account Number(s): _____
Account Name(s): _____

Grant Account: Yes No
If so, this form must be signed by the Vice Provost for Research & Dean of Graduate Studies.

Vice Provost for Research &
Dean of Graduate Studies _____ Date: _____
(This is the first signature required when using a grant account. This signature/approval is ONLY identifying that the grant account has been reviewed and is allowable, applicable, reasonable, and funds are available for the purpose of the trip). The required signatures below still apply.

- Purpose of Trip:**
- Please attach a detailed proposal including the approximate cost, the purpose of the trip, and the benefit to the state/university.
 - Please attach a day-by-day itinerary with anticipated outcomes.
 - Will there be any personal time included in this trip? Yes No
If so, please specify the dates: _____
 - Please attach a statement to explain how your teaching assignment(s) will be covered while on this trip.

- Training Required:**
- International Travel Safety: Safe Passage* has been completed (successful completion attached)
 - Export Controls & Embargo Training – Basic Course* has been completed (form is attached)

Traveler Signature _____ Date: _____

- *Approvals Required***
- Department Head _____ Date: _____
 - Dean _____ Date: _____
 - Director for Global Programs _____ Date: _____
 - Appropriate Vice President _____ Date: _____
 - President & CEO _____ Date: _____

NOTE: Foreign travel must be booked through the Concur eTravel system. Any travel booked through other means will not be reimbursed.



Traveler Name

Foreign Travel Checklist

This form must be completed and accompany the Request for Foreign Travel form.

Funding account number(s), account name(s), and amount funded

If using a grant account, approval has been received from the Vice Provost for Research & Dean of Graduate Studies

Detailed proposal including approximate costs, purpose of the trip, and the benefit to the state/university

Detailed day-by-day itinerary with anticipated outcomes

Any personal time taken during the trip is listed

Explanation of how any teaching assignments will be covered while you are away on your trip

Export Control Screening form

Hotel information

Budget for your entire trip

TrainTraq transcript with the following completed less than one year prior to trip return date:

International Travel Safety: Safe Passage

Export Controls & Embargo Training – Basic Course

If traveling with students, a complete list of all students and their CWID's is attached. A risk assessment must also be submitted separately to the Department of Campus Operations & Safety.



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 Research Compliance Coordinator (researchcompliance@tamuc.edu or 903-886-5746) 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. The Checklist below can be used on a voluntary basis to identify potential export control issues. If you mark any of the boxes below “yes” or “unknown”, contact the Research Compliance Coordinator for export control compliance guidance prior to your trip by emailing your completed form to the Research Compliance Coordinator at researchcompliance@tamuc.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 Research Compliance Coordinator as soon as possible. If a license is needed, the Research Compliance Coordinator 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.tamuc.edu/research/ComplianceOverview/ExportControls/default.aspx>.

TRAVELER CHECKLIST

	Unknown	Yes	No
1. Will you travel to an embargoed destination (e.g. Cuba, Iran, North Korea, Sudan, Syria)? For current list see http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx			
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 – see Attachment 1 for general categories. 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.)			
3. Will you be taking biological or hazardous material? a. If yes, please identify: _____			

<p>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)</p> <p>a. If yes, please identify: _____</p>			
<p>5. Will your activities involve presenting or sharing information not in the public domain?</p> <p>a. If yes, please explain: _____</p>			
<p>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 aide in the design, development, production, stockpiling or use of nuclear explosive devices, chemical or biological weapons, or missiles?)</p>			
<p>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.</p>			
<p>8. Will your activities involve sharing non-commercial encryption software in source or object code?</p>			

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.

Name of Traveler: _____

Signature of Traveler _____ Date: _____

If any of the boxes above is marked 'Unknown' or 'Yes', please email completed form to the Research Compliance Coordinator as instructed above. If all the boxes are marked 'No', the traveler should retain this form for his or her records.

This section to be completed by the Office of Global Programs to verify Restricted Party Screening Check

Yes No Passed restricted screening traveling destinations

Yes No Any restrictions, if yes, explain: _____

Name (Print/Type): _____

Signature: _____

ATTACHMENT 1

For questions, or clarification please contact the Research Compliance Coordinator at (903) 886-5746 or via email at researchcompliance@tamuc.edu. Additional information available at: <http://www.tamuc.edu/research/ComplianceOverview/ExportControls/default.aspx>.

EAR AND ITAR CONTROL LISTS BY MAJOR CATEGORIES

COMMERCE CONTROL LIST (ccl)

Export Administration Regulations (EAR)

http://www.access.gpo.gov/bis/ear/ear_data.html

See Part 774 - The Commerce Control List

Category 0 - Nuclear Materials, Facilities & Equipment (and Miscellaneous Items)

Category 1 - Materials, Chemicals, Microorganisms, and Toxins

Category 2 - Materials Processing

Category 3 - Electronics

Category 4 - Computers

Category 5 (Part 1) - Telecommunications

Category 5 (Part 2) - Information Security

Category 6 - Sensors and Lasers

Category 7 - Navigation and Avionics

Category 8 - Marine

Category 9 - Propulsion Systems, Space Vehicles and Related Equipment

U.S. MUNITIONS LIST (USML)

International Traffic in Arms Regulations (ITAR)

http://pmddtc.state.gov/regulations_laws/documents/consolidated_itar/Part_121.pdf

Category I—Firearms, Close Assault Weapons and Combat Shotguns

Category II—Guns and Armament

Category III—Ammunition/Ordnance

Category IV—Launch Vehicles, Guided Missiles, Ballistic Missiles, Rockets, Torpedoes, Bombs and Mines

Category V—Explosives and Energetic Materials, Propellants, Incendiary Agents and Their Constituents

Category VI—Vessels of War and Special Naval Equipment

Category VII—Tanks and Military Vehicles

Category VIII—Aircraft and Associated Equipment

Category IX—Military Training Equipment and Training

Category X—Protective Personnel Equipment and Shelters

Category XI—Military Electronics

Category XII—Fire Control, Range Finder, Optical and Guidance and Control Equipment

Category XIII—Auxiliary Military Equipment

Category XIV—Toxicological Agents, Including Chemical Agents, Biological Agents, and Associated Equipment

Category XV—Spacecraft Systems and Associated Equipment

Category XVI—Nuclear Weapons, Design and Testing Related Items

Category XVII—Classified Articles, Technical Data and Defense Services Not Otherwise Enumerated

Category XVIII—Directed Energy Weapons

Category XIX [Reserved]

Category XX—Submersible Vessels, Oceanographic and Associated Equipment

Category XXI—Miscellaneous Article

1. Foreign Travel

A&M-Commerce employees and students traveling on A&M-Commerce business or traveling with A&M-Commerce property are responsible for complying with export control laws and regulations when traveling outside the U.S. A license may be required depending on which items are taken, which countries are visited, or whether defense services are provided to a Foreign Person. The traveler or the traveler's supervisor should contact ORSP with any potential export control concerns. If appropriate, the ORSP will follow Restricted Party and Technological Screening procedures as described in Section 3.2 of this Manual.

When planning a trip abroad, travelers should review export control regulations and embargoes. Individuals should ensure that any information that will be discussed or any items that will be taken are not Controlled, or, if Controlled, that appropriate licenses are in place. Not only could A&M-Commerce be held liable, but individuals may also be held liable for improperly transferring Controlled information or Controlled Physical items.

Most travel for conferences will fall under an exclusion to the export control regulations, e.g. the Publicly Available/Public Domain Exclusion, 22 CFR §120.11 and 15 CFR §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.

A&M-Commerce employees and students traveling outside the U.S. with laptops, PDA's, cell phones, or other data storage devices and encrypted software must ensure that there is no Controlled Information on such devices unless there is a specific license or other authorization in place for the information and the destination. Any individual traveling with or transmitting Controlled Information outside the U.S. should first consult with ORSP. There are a number of exceptions and exclusions that may apply depending on the facts and circumstances of each case.

If personal computers and other storage devices are taken abroad that contain encrypted software, a government license or other government approval for export may be required when traveling to certain countries. For example, the new Microsoft Windows VISTA Business suite contains such encrypted software and is subject to export restrictions. Windows VISTA may be taken out of the U.S. temporarily, but only under an export license exception as described below.

Temporary exports under the "Tools of Trade" license exception apply when the laptop, PDA, cellphone, data storage devices, and encrypted software are:

- (a) Hand-carried with the individual when traveling,
- (b) Carried in the luggage or baggage that travels with the individual, or
- (c) Shipped no more than thirty days prior to the individual's departure or may be shipped to the individual at any time while the individual is outside the country.

Generally, so long as an individual (1) retains his or her laptop computer, PDA, cell phone, data storage devices, and encrypted software under their personal custody and effective control for the duration of travel; (2) does not intend to keep these items outside the U.S. for longer than 1 year; and (3) the individual is not traveling to an embargoed country, no government export license is required. Note that this license exception is not available for equipment, components, or software designed for use in/by/with most satellites or spacecraft. "Effective control" means retaining physical possession of an item or maintaining it in a secure environment.

Researchers frequently need to take their other A&M-Commerce equipment temporarily outside of the United States for use in University research. Often, but not always, the tools of the trade license exception applies. Some equipment (e.g., global position systems (GPS), thermal imaging cameras, inertial measurement units, and specialty software) is highly restricted and may require an export license, even if one hand carries it. If taking A&M-Commerce equipment other than a laptop computer, PDA, cell phone, or data storage devices, contact ORSP to determine if an export license or other government approval is required prior to taking the equipment out of the country.

It is important to note that activities involving teaching or training Foreign Persons on how to use equipment may require a license.