

International Travel Checklist

<u>University Travel:</u> Faculty, staff and students traveling abroad must complete this checklist and Export Control Training no later than five (5) working days prior to travel. The traveler must complete the International Travel Checklist irrespective of the funding source including any external organization that is funding the travel.

1.Travelers Name:	2. Dept. Name/Building:
3. Enter the city and country you are traveling to:	
4. How long will you be out of the country? (Enter departure and return dates) From: To:	
5. What is the purpose of your travel? Example given: Conference, Invited Presentation, workshop, etc.	
6. Will you be representing or using Rowan University's name in making the presentation at a conference, workshop, or invited presentation? Yes No Title:	
7. Are you traveling to embargoed countries such as Crimea Region (Ukraine/Russia), Cuba, Iran, Sudan, North Korea and/or Syria? Yes No If Yes, what is the name of the embargoed country and city you are traveling to:	
8. Are you taking any of the items below in your travel?	
a. Laptops*: Yes No	b. Physically carrying trade tool or equipment*: Yes No
c. Encrypted items (Software with No source code or object code): Yes No	d. Unpublished technical insight and knowledge with no public restrictions: Yes No
e. Data and technology that are not yet published but developed with no publication restrictions: Yes No	f. Chemicals, biological materials and scientific equipment*: Yes No
g. Blueprints, drawings and schematics that are developed with no publication restrictions: Yes No	h. Restricted information (in print, electronic or discussed verbally while abroad): Yes No
i. Supplying certain restricted technologies or data at a "closed" conference or meeting (a meeting that is not open to all technically qualified members of the public and attendees are not permitted to take notes): Yes No	j. Doing business with, or providing services to, certain people or entities from embargoed countries such as Cuba, Iran, Sudan, NorthKorea, Crimea Region Yes No (Ukraine/Russia)*:
9. Explain any Yes answer above in section 8:	
10. Have you completed Export Control Training**? Yes Note: Travel will not be approved unless the training is complete.	
After signing the form (electronic/physical), attach to travel request	

Signature of Traveler:

Signature of Post-Award:

Signature of Division of University Research:

- * Any equipment that is taken out of the country must be in your effective control. All equipment taken abroad must be returned to the U.S., no later than a year. If not, contact the Division of University Research for more guidance.
- ** Training must be completed prior to travel