

International Travel Checklist

University Travel: 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. Traveler's 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):			to
5. What is the purpose of your travel? <i>(i.e. Conference, invited presentation, workshop, etc.)</i>			
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 of Presentation:			
7. Are you traveling to embargoed countries such as Crimea Region of Ukraine, Cuba, Iran, North Korea and Syria? Yes No If yes, what is the name of the embargoed country and the city you are traveling to:			
8. Are you taking any of the items listed below in your travel? If your answer is "yes" to any of the following items (b.- j.) please describe the item(s) and the purpose for taking the item(s) in box 9.			
a. Laptops*:		b. Physically carrying trade tool or equipment*:	
Yes	No	Yes	No
c. Encrypted items (Software with No source code or object code:		d. Unpublished technical insight and knowledge with	
Yes	No	no public restrictions:	
		Yes	No
e. Data and technology that are not yet published but developed with no publication restrictions:		f. Chemicals, biological materials and scientific equipment*:	
Yes	No	Yes	No
g. Blueprints, drawings and schematics that are developed with no publication restrictions:		h. Restricted information (in print, electronic or discussed verbally while abroad):	
Yes	No	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):		j. Doing business with, or providing services to, certain people or entities from embargoed countries such as Cuba, Iran, North Korea, Crimea region of Ukraine*:	
Yes	No	Yes	No
9. N/A or Please Explain:			
10. Have you completed Export Control Training? Yes No If not, go to the following link to obtain training**.			
International Travel Export Controls Citi Training. Travel will not be approved unless the training is complete.			

(Electronic signature/ Print out, sign) *Attach to travel request

Signature of Traveler: _____ Date: _____

Signature of Post Award: _____ Date: _____
(If funded by Grants)

Signature of Export Controls Officer: _____ Date: _____

***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, please contact the Export Control Office (856-256-5853) for further guidance.**

**** Training must be completed prior to travel**