International Travel
Export Control Screening

West Texas A&M University is committed to export control compliance and it is the policy of West Texas A&M University to comply with United States export control laws and regulations. As such, WTAMU employees are required to participate in Export Control Screening as a part of the approval process to travel to a foreign country for University business. Compliance with export control regulations is an individual responsibility and non-compliance may lead to individual as well as institutional liability.

The checklist below is used to identify potential export control issues that may be associated with the planned travel. Send the completed form to Brandy Pacheco at bpacheco@wtamu.edu for Provost review and please cc exportcontrol@wtamu.edu for Export Control guidance prior to the trip. If you mark any of the below boxes "yes" or "unknown" include explanatory information in your email. Screening of the travel form cannot be guaranteed if submitted later than ***ten (10) working days*** prior to departure.

If you are traveling to an embargoed or sanctioned country or if your travel may involve controlled subject matter or equipment, a license may be required. Please allow **at least three (3) months** in cases where a license may be required to allow for preparation, submission, and receipt of a license if approved.

A license may be required depending on items taken during travel, which countries are visited, or whether defense services are provided to a foreign person. Items that are not needed should not be taken.

Consult with IT Senior Security Analyst, Lane Greene, (651-1240) if you are considering taking a laptop with encryption software or sensitive data. You can arrange for a "clean laptop" if needed. This is a laptop that does not include any export-restricted hardware, software, data, or information.

Please Note: Once outside of the U.S. or upon your return to the U.S., your laptop may be subject to search or it may be seized without probable cause, suspicion, or warrant. ***If you don't need it – don't take it with you.***

For questions about export controls at WT or for assistance with completing this form, contact the Export Control Officer at exportcontrol@wtamu.edu or (806) 651-2982). *Please use Adobe Acrobat to complete this form.*

Identify each city/region to be visited	Country	Purpose of Trip
WT Departure Date	Date Returning to WT	

Yes/No/Unknown

SELECT	Will you be traveling to an embargoed destination? For current list see: https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx.
SELECT	Will you take information or technology not widely available in the public domain or items subject to Export Control regulations? (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.)

SELECT	Will you be taking biological or hazardous material? See Federal Select Agents and Toxins list: https://www.selectagents.gov/SelectAgentsandToxinsList.html. If yes, please identify:
SELECT	Will you take materials or equipment? (e.g., GPS, advanced laptops, software, or scientific equipment. This does **not** include *basic/standard laptops, tablets or smartphones, and general commercial software.*) ***See note 1-last page.*** If yes, please identify:
SELECT	Will your activities involve presenting or sharing information not available in the public domain? ***See note 2-last page.*** If yes, please identify:
SELECT	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, or use of nuclear explosive devices, chemical/biological weapons, or missiles?)
SELECT	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, payments to foreign vendors, engaging in collaborative projects/activities. For a current list of sanctioned individuals or entities visit https://sanctionssearch.ofac.treas.gov or for embargoed countries see https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx.
SELECT	Will your activities involve sharing non-commercial encryption software in source or object code?

By signing below, I certify 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.

Last First Middle

Name of Traveler: _____ _____ _____

Traveler email: _____ Phone: _____

Signature of Traveler: _____ Date: _____

Please return completed form via email to bpacheco@wtamu.edu and cc exportcontrol@wtamu.edu. If any of the boxes above are marked "Yes" or "Unknown", please include relevant background information to put the checklist into context (e.g., detailed itinerary for the trip, locations you plan to visit, items and information you plan to take, individuals and entities with whom you will interact).

If all of the boxes are marked "No", the traveler should also retain this form with other records of the trip for at least 5 years after the event has ended.

Additional Information Regarding Export Control

Please be advised: Once outside of the U.S. or upon your return to the U.S., your laptop may be subject to search or it may be seized without probable cause, suspicion, or warrant. ***If you don't need it – don't take it with you.***

Consult with IT Senior Security Analyst, Lane Greene, (806-651-1240) if you are considering taking encrypted software or sensitive data. You can arrange for a "clean laptop" if needed. This is a laptop that does not include any export-restricted hardware, software, data or information.

Note 1-Tools of Trade: 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. Temporary exports under the "Tools of Trade" license exception apply when the laptop, PDA, cell phone, data storage devices, and encrypted software are:

1. Hand-carried with the individual while traveling
2. Carried in the luggage or baggage that travels with the individual, or
3. Shipped no more than thirty (30) days prior to the individual's departure or shipped to the individual at any time while the individual is outside the country.

Generally, so long as an individual (1) retains his/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. For current list of embargoed destinations see: https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx (This exemption 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.

Note 2-Public Domain and Fundamental Research: 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.

Approval for Foreign Travel Recommended by:

_____ Department Head

_____ Dean

_____ Provost/Vice President

_____ †President

†Only required if traveling on State Funds

FOR OFFICE USE ONLY:

If traveler marked "Yes" or "Unknown" on any screening item, promptly notify Export Control Officer for additional screening.