



Foreign Travel Export Control Checklist

To ensure that the university is in compliance with federal and state guidelines regarding export control, all faculty, staff, and students traveling outside of the U.S. must contact the Export Control Officer (ECO) for an evaluation prior to processing the Travel Authorization Request. If an export license is required, it must be in place prior to travel.

Traveler Name: _____

Dept.: _____ Phone No.: _____ Email: _____

1.	Are you traveling to Cuba, Iran, North Korea, Syria, Sudan, or Libya? <i>If yes, contact ECO.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Other than the countries listed above, to which countries are you traveling?	Please list:
3. (a)	What is the purpose of this travel? <input type="checkbox"/> Conference or meeting <input type="checkbox"/> Research project (Account No. _____) <input type="checkbox"/> Other	If "Other," please provide details:
(b)	If you will be attending a conference or meeting, provide the full name of the conference or meeting, including website if applicable.	Title: Website:
(c)	Who is sponsoring the conference or meeting?	Sponsor:
4.	What organizations or persons (e.g., companies, universities, or professors) will you visit?	Please list:
5.	Will you receive compensation for your travel expenses or other compensation from a foreign sponsor or government?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. (a)	Do you plan to take a laptop, PDA/smart phone, or other equipment, data, technology, or software (other than Microsoft Office, Internet Explorer, Adobe, Firefox) when traveling abroad? <i>If yes, an export license or license exception may be required depending on what you are taking and the country you are traveling to. Contact ECO.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please list:
(b)	If yes to 6(a), will the above mentioned item(s) be used ONLY as a "tool of the trade," i.e. to conduct UALR business (e.g., present at a conference, conduct research project, teach, etc.)?	<input type="checkbox"/> YES <input type="checkbox"/> NO If no, explain:
(c)	Will the item(s) be returned to the U.S. within 12 months?	<input type="checkbox"/> YES <input type="checkbox"/> NO If no, explain:
(d)	If a license or a license exception is required, will the item(s) be under the "effective control" of UALR personnel while the property is abroad? Note: "Effective control" is defined as retaining physical possession of an item or maintaining it in a secure environment such as a locked or guarded facility.	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.	Have you removed any export-controlled information from electronic storage media (laptops, memory sticks, PDAs/smart phones, etc.)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> No export-controlled info
8.	Are you sharing UALR developed, non-commercial encryption software in source code or object code? <i>If yes, an export license may be required. Contact ECO.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.	While traveling, will you have or share items, documents, information, or data that is related to export-controlled research?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10.	Do you have any reason to believe that the information or software to be shared will have a military use? <i>If yes, an ITAR license will be required. Contact ECO.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO

Signatures

Traveler: _____

Date: _____

Supervisor: _____

Date: _____

FOR TRAVEL OFFICE USE ONLY

Okay to create Authorization Request

Not okay to create Authorization Request—Forward to Export Control Officer

Travel Office: _____

Date: _____

Okay to proceed with Authorization Request—Return to Procurement

Trip not approved—Return to Export Control Officer

UALR Export Control Officer: _____

Date: _____