

## Faculty Led Travel – Export Control Guidelines

- Determine reason for the trip: Educational vs Research etc.;
- Determine locations, research on US Treasury embargoed list and State Department’s “ Countries of Concern” List;
- If on either or both: there is some level of control for the export and deemed export of controlled items and services, review steps needed;
- If educational purposes controls usually not very strict – Electronic devices such as laptops, smart phones etc. would not be restricted;
- Faculty and Students can take them;
- Faculty should complete either:
  - **Export License Exception BAG Certification** – if they are traveling with personal laptops, smart phones and other electronic media owned by traveler;
  - **Export License Exception TMP Certification** – if they are traveling with university owned laptops, smart phones and other electronic media;
- Advise travelers they should remove all scientific or technology data and information that is proprietary or research-related;
- Software on the devices should be mass market software available for purchase or download on an unrestricted basis and NOT proprietary;
- Restricted Parties: the rule is “Know who you are dealing with”;
  - Screen anyone who the group will interact with in an “official” way and appears on the travel itinerary including:
    - Institutions;
    - Travel Agencies;
    - Businesses;
    - Individuals;
- Faculty should provide copies of travel security brochures and the below link to all students and faculty;  
<http://travel.state.gov/content/passports/english/country.html>