International Travel Questionnaire

Name of International Traveler:

Proposed dates and Location of travel:

Please answer the following questions as accurately as you can. Your answers will be used to initiate conversations about travel details, to evaluate requirements and risks, to explore alternatives and to develop ways to mitigate risk factors.

		Yes	No	N/A
1.	If your travel is paid by a foreign country or a grant, does the country or grant require you to sequester or otherwise withhold publication of any data?			
2.	Will you be using any state funds, such as from the University Senate, your college, or dean, to pay for any portion of the travel?			
3.	Will you use any state funds to pay for research within the country, such as paying survey participants or for laborers?			
4.	Will you have an item of university equipment (e.g. laptop, cell phone, etc.) or software to be shipped or hand-carried abroad?			
5.	If the item is currently overseas, will it remain in the same country and with the same overseas custodian until it is returned to the U.S.?			
6.	Will the item or software to be shipped, retransferred or hand-carried be returned to the U.S. within 12 months or either consumed or destroyed abroad?			
7.	Is the item or software for temporary shipment, retransfer or hand-carry to any country **OTHER THAN**: Cuba, Iran, North Korea, Syria, or Sudan?			
8.	Will the item or software to be shipped, retransferred or hand-carried be used ONLY either a) as a "tool of the trade" to conduct PASSHE business, or b) for exhibition or demonstration, or c) for inspection, testing, calibration or repair?			
9.	If for inspection, testing, calibration or repair, will the item or software be shipped, retransferred or hand-carried to any country **OTHER THAN**: Albania, Armenia, Azerbaijan, Belarus, Cambodia, China, Georgia, Iraq, Kazakhstan, Kyrgyzstan, Laos, Libya, Macau, Moldova, Mongolia, Russia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan or Vietnam?			
10.	Will the item or software remain under the "effective control" of PASSHE 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 hotel safe (not in hotel room) or a locked or guarded facility.			
11.	Is the encryption code incorporated in the item or on the software media limited to that available through retail purchase (phone order, mail, internet, or over-the-counter transactions)?			

APPROVALS

Traveler _____
Signature   Date

Manager _____
   e.g., Dean, AVP, etc.)   Signature   Date