



International Travel Checklist

This form should be completed (with as much advance notice as possible) prior to travel outside the U.S. Please complete and email this form to the Export Control Officer (ECO) for evaluation. You will be notified of the status of the evaluation as soon as possible. If an export license is required, it must be in place prior to travel. Information about export controls can be found at [CAS Export Control](#)

Name of person traveling outside the U.S:

Center:

Phone No.:

Email:

Name/phone number/email of person filling out form (if different from above):

1.	Do you plan to travel to Cuba, Iran, North Korea, Syria, Sudan, or Libya? <i>If yes, a license may be required or be prohibited.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Other than those listed above, to which countries are you traveling? <i>Export control issues vary depending on the country.</i>	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? <i>Export control issues vary depending on the country, what you are taking, what information you are presenting, and what foreign sponsor/government is involved (if applicable).</i>	Sponsor:
4. (a)	If you will be presenting at a conference or meeting, has your presentation been vetted for export-controlled data or information? <i>Export-controlled data/information could require a license, and information provided at a conference or meeting must be evaluated for possible export control issues. If you are unsure, contact the ECO.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b)	After evaluating your materials for possible export control issues, did you determine that any of the information is export controlled?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c)	If yes to 4 (b), is it EAR or ITAR controlled? <i>If unsure, contact the ECO.</i>	ITAR <input type="checkbox"/> EAR <input type="checkbox"/>
5.	What organization or persons (e.g., companies, universities, or professors) will you visit? <i>There are "denied" entities and lists that we are prohibited from doing business with, or an export license may be required.</i>	Please list:
6. (a)	Will you receive compensation for your travel expenses or other compensation from a foreign sponsor or government?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b)	If yes to 6 (a), what foreign sponsor or government?	Please specify:

	<i>Export issues could exist if receiving compensation.</i>	
7. (a)	Do you plan to hand-carry (or ship) a laptop, PDA/smart phone, or other equipment, data, technology, or software (other than Microsoft Office, Internet Explorer, Adobe, Firefox) when traveling abroad?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b)	If yes, please list software, equipment and technology, or attach list and specify if the items are company owned or personal effects. An export license or license exception may be required depending on what you are taking and the country you are traveling to.	Please list equipment, software, etc.: 1. AURA owned <input type="checkbox"/> Personal <input type="checkbox"/> 2. AURA owned <input type="checkbox"/> Personal <input type="checkbox"/> 3. AURA owned <input type="checkbox"/> Personal <input type="checkbox"/> 4. AURA owned <input type="checkbox"/> Personal <input type="checkbox"/> 5. AURA owned <input type="checkbox"/> Personal <input type="checkbox"/>
(c)	Will the item(s) be returned to the U.S. within 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/> if no, explain:
(d)	If a license or a license exception is required, will the item(s) be under the “effective control” of AURA 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 or a locked or guarded facility. <i>If a license is required, there are license exceptions that can be used (for most countries) in lieu of a license for shipping/carrying certain technical data and equipment if conducting AURA business. There is a form that must be filled out prior to travel. If you have questions, contact the ECO.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. (a)	Do you intend to travel with hazardous materials or scientific instruments containing licensed or hazardous materials?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b)	If yes to 8 (a), do you have an export license? <i>If no, the proper authorizations must be obtained prior to shipment.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Have you removed export-controlled information from electronic storage media (laptops, memory sticks, PDAs/smart phones, etc.)? <i>If yes, no export license required for most countries.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> No Export-controlled info <input type="checkbox"/>
10.	While you are traveling, will you have or share items, documents, information, or data that is related to export-controlled research? <i>If yes, an export license may be required. Check with the ECO.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Do you know or have any reason to believe that the information or software to be shared will have a military use (e.g., the design, development, production, or stockpiling or use of a nuclear explosive device, chemical or biological weapons, or missiles)? <i>If yes, an ITAR license will be required. Check with the ECO.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

*ECO: (Export Control Office) exports@aura-astronomy.org