

Name/PI _____

Department _____

Email _____

International Travel Checklist

Any item that is shipped or hand carried from the U.S. to another country is considered an export under U.S. export laws and regulations (15 CFR 734.13 and 22 CFR 120.17). CMU export review is required prior to shipping or hand- carrying items (e.g., commodities, software, technology, technical data, information, equipment, clothing, research samples, and materials, etc.) during travel outside of the U.S., to determine any applicable government controls and/or the need for an export license or other authorization.

Are you traveling to Cuba, Iran, North Korea, Syria, or the Crimea Region of the Ukraine? If yes, please complete this form and send to export-compliance@andrew.cmu.edu.

CMU is prohibited from doing business with certain debarred individuals and entities. If an individual and/or entity has not previously undergone Restricted Party Screening (RPS) by the Export Compliance Group (ECG) or another authorized Amber Road user, please send the full legal name of the individual/entity and country to export-compliance@andrew.cmu.edu with the subject line of "Amber Road Screen" prior to completing this form.

If the individual/entity does not appear on any restricted party lists, please refer to the [International Shipments/Hand-Carried Items - No Review Required List](#). If the material/item is on this list, you do not need to complete this form. If the material/item is **NOT** on this list and you would like assistance preparing export documentation for your hand-carried items, please complete and submit the [Foreign Travel Form](#).

If the individual/entity appears on a restricted party list and/or the material/item is **NOT** on the No Review Required List, please complete this form and send to export-compliance@andrew.cmu.edu.

If you are unsure about your responses or have other questions/concerns, please contact ECG at export-compliance@andrew.cmu.edu for assistance.

<i>Please check the appropriate box for each question below.</i>	Yes (contact ECG)	No	Unsure
1. Are you travelling to Cuba, Iran, North Korea, Syria, the Crimea Region of the Ukraine, or other country of concern ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the purpose of travel for a conference, meeting, or research collaboration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Will you receive compensation for travel expenses or other compensation from a foreign sponsor or government?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you traveling with a University-owned laptop, cell phone, digital storage device, data, software, or technology for temporary use (returning within 12 months) as 'tools of trade' while abroad in another country? * If you are traveling with personal electronic equipment, please review ISO's guidance .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you hand-carrying during travel or sharing items, biological agents, chemical or pathogenic materials, technology, technical data, or software:			
a. outside the U.S.? If yes, please list country: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. discussing information with a foreign national in the U.S. or another country?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. discussing information with an entity or individual on any debarred, denied party, or specially designated lists? If yes, please list entity or individual: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<i>Please check the appropriate box for each question below.</i>	Yes <small>(contact ECG)</small>	No	Unsure
6. Please describe the items, biological agents, chemical or pathogenic materials, information, software, technology, or technical data you are sharing, hand-carrying, transmitting, or transferring: _____ _____ _____			
7. Is the software encrypted (in object or source code) or firmware?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are the items a component, part, accessory, software, or attachment considered a defense article or specially designed for military or space applications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are the items, biological agents, chemical or pathogenic materials, information, software, technical data or technology used in the design, development, production, manufacture, modification, or enhancement of an export-controlled item with military or space applications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have reason to believe the items, biological agents, chemical or pathogenic materials, information, technology, technical data, or software will (or can) be used for a prohibited end-use (e.g., for support in the design, development, production, stockpiling or use of chemical or biological weapons, nuclear explosive devices, spacecraft systems, or missiles)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>