

## INTERNATIONAL TRAVEL/EXPORT CONTROL QUESTIONS

**Name:**

**Department:**

**Email:**

**What Country will you be traveling to?**

Please answer the following questions to the best of your ability.

1. Will you be transporting (either through carry-on luggage or checked bags) laboratory instruments, tools, samples, raw materials, or prototypes? If yes, please explain below.
  
2. Will you be traveling with a portable electronic device containing Clemson's proprietary data; confidential or export controlled data; or data which is associated with an export-restricted research project or instrument that you have been or are working on currently (even if such data has nothing to do with the purpose of your immediate travel)? If yes, please explain below.

3. Will you be transporting any device that incorporates specialized scientific software (not including typical operational software such as Microsoft Office, Adobe, etc.) or software programs containing or constituting specialized cryptographic functionality (not including routine commercial laptop cryptographic protection)? If yes, please explain below.
  
4. Will you be providing any specific training or technical assistance to another individual, entity, or governmental institution (or representatives) beyond scientific collaboration in fundamental research? If yes, please explain below.
  
5. Are you planning to engage with an institution or organization for any purpose including but not limited to research, product development, consulting, or provision of services with whom Clemson does not currently have an inter-institutional partnering agreement or Memorandum of Understanding (MOU) in place? [you can check here] If yes, please explain below.

Thank you. If you have answered any of the above questions with "yes", or "unsure," or you are traveling to an OFAC sanctioned country, The Office of Export Controls and Research Security will contact you to review your request to ensure that neither you individually nor Clemson institutionally will violate any export control or trade sanction regulations during your travels.

Signature of traveler:

# CLEMSON UNIVERSITY

## Authorization for Official International Travel

(Required for travel outside the United States and Puerto Rico)

**THIS FORM, INCLUDING ALL NECESSARY APPROVALS, MUST BE COMPLETED PRIOR TO PURCHASE OF TICKETS OR ANY OTHER PRE-TRAVEL EXPENSES IN ORDER TO OBTAIN REIMBURSEMENT.**

DATE: \_\_\_\_\_

I hereby request authority for travel on official business for Clemson University to the destination(s), on the dates, and for the purposes indicated below:

DESTINATION ADDRESS:

DEPARTURE DATE: \_\_\_\_\_

RETURN DATE: \_\_\_\_\_

NAME OF TRAVELER \_\_\_\_\_

SIGNATURE OF TRAVELER \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE OF PRINCIPAL INVESTIGATOR \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

Will you be taking, shipping, or sharing information, materials, or technology (including computers or equipment)?

PURPOSE OF TRIP:

- \_\_\_\_\_ Attending meeting
- \_\_\_\_\_ Presenting at meeting
- \_\_\_\_\_ Collaboration
- \_\_\_\_\_ Study abroad trip with students
- \_\_\_\_\_ Other (provide details below)

\_\_\_\_\_ Yes \_\_\_\_\_ No

**ACADEMIC AND ADMINISTRATIVE APPROVALS:**

DEPARTMENT CHAIR/DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

COLLEGE/DIVISION ACCOUNTANT \_\_\_\_\_ DATE \_\_\_\_\_

DEAN \_\_\_\_\_ DATE \_\_\_\_\_

VICE PRESIDENT (Required for Fund 10, 11, 12, and 17) \_\_\_\_\_ DATE \_\_\_\_\_

PROVOST (Required for Deans and Provost's Staff) \_\_\_\_\_ DATE \_\_\_\_\_

EXPORT CONTROL OFFICER (required for all fund groups) \_\_\_\_\_ DATE \_\_\_\_\_

COMPLETE 23 DIGIT PROJECT NUMBER(S):

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Complete this section upon return and submit form with travel voucher

Actual Cost of Trip (including prepayments)

Airfare	\$	_____
Meals	\$	_____
Lodging	\$	_____
Registration	\$	_____
Other Costs	\$	_____
<b>Total Costs</b>	<b>\$</b>	<b>_____</b>

**All appropriate signatures must be obtained prior to sending to GCA.**

NOTE: International travel may require prior written approval from the sponsor. Traveler should ensure all approvals are obtained prior to incurring costs.

APPROVAL BY GRANTS AND CONTRACTS ADMINISTRATION (GCA)  
 (only when a "Fund 20" sponsored project is charged)