

NOTE: some of the field are set to automatically fill where they are repeated on the various pages (name, J number, etc..)

UNIVERSITY OF SOUTH ALABAMA -
INTERNATIONAL TRAVEL REVIEW FORM (ITRF) Version 08/30/2012

Complete STEP 1 & 2 – then SUBMIT the form to: Office of International Education,
320 AHE or via email to intledu@usouthal.edu. This form can be saved with data click here



This is the first step in the international (foreign) travel review process, once receiving the review feedback from OIE you will need to read and print these pages, SIGN (STEP 5 below) and attach the relevant documentation to your formal request for leave, absence, etc. which is then submitted to the appropriate department, college/administrative unit for APPROVAL of the travel plans.

This form is required each time you will be traveling outside of the United States. Please complete and submit this form a minimum of 15 days prior to all International Travel OR as soon as you know, you may submit the request even if your plans are tentative. According to the US Federal Export control and Technology Transfer regulations and USA Office of Research Compliance procedures this review must take place PRIOR to travel. This review is also required if you are transporting items/software/ data either outside of the United States and/or collaborating with foreign nationals, foreign educational institutions or foreign businesses.

STEP 1:	LAST Name:		FIRST Name		USA J#:	
Passport # Make sure your passport is valid for more than six months AFTER the planned date of stay abroad						
Country of Issuance:		<input type="checkbox"/> US	<input type="checkbox"/> Other country		date of birth	
Title:				<i>USA department:</i>		
Email:		@		<i>Office Phone Number</i>		
Nature of USA Employment	<input type="checkbox"/> Full time USA salaried appoint't	<input type="checkbox"/> part time USA appointment	<input type="checkbox"/> Graduate or Student Appointment	Other		
Purpose of travel:	<input type="checkbox"/> USA business/professional leave		<input type="checkbox"/> NOT USA business (vacation, personal leave, etc.)			
briefly describe: (conference, consulting, etc..)						
IS this travel university funded <input type="checkbox"/> NO <input type="checkbox"/> YES						
Source:	<input type="checkbox"/> College; Dept. funds;		<input type="checkbox"/> Grant – US federal, etc.	<input type="checkbox"/> other external funding including personal		
Country(ies)to be visited/transited:						
Proposed dates of travel Begin Travel:			Return to US:			
NOTE: if travel plans change e-mail us with change information including cancellations, etc.. intledu@usouthal.edu						

Major Medical Health Insurance Policy

Name of insurance company: USA BCBS; other*:

Name of primary insured on policy:

Policy Number:

It is recommended that you verify how your medical health insurance applies for use outside of the US. *Travelers should also review current(physical and mental) health conditions, pre-existing conditions and any required travel immunizations with their health care provider.* If you are a new USA employee be reminded of the USA BCBS 9 month pre-existing exclusions that may apply, check with US Human Resources for details. USA provides all faculty and staff on pre-approved international travel with a 24/7 secure/emergency assistance support service, this information will be send with our email response to this request. NOTE: **For STUDENT travelers**, health insurance is required for coverage that covers during travel abroad.

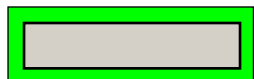
a. Will you be accompanied by students? NO YES, are they from USA? YES No

If YES, please attach description of activities and names of the students.

Student travel requires a separate review process, contact USA OIE –

251- 460-7053 or email intledu@usouthal.edu for additional details.

from other US based institution



- b. **Will you be working with, faculty or students, educational institutions or businesses while traveling for your project?** NO; YES, please attach a list of the name(s) and institutional affiliation(s) of the foreign persons with whom you'll be working.
- c. **Will you be transporting any encrypted software/technology/items/data to or from a foreign country?**
 NO; YES, please attach a description of the encrypted software/ technology/items/data.
- d. **Will you be transporting any equipment/biological samples to or from a foreign country?**
 NO; YES, please attach a list of the equipment/items (for example: laptop computer, GPS unit). You will need to have the ECCN code for the equipment and/or its parts. Please include that information which is available from the manufacturer.
- e. **If doing research at your host location, have you reviewed applicable host country visa regulations for entry for research purposes?** YES, NO – for information contact the respective host country consulate in the US and immigration/customs enforcement for the host location.
- f. **Is your travel/activity federally funded,** NO / if YES then does your travel comply with the US “Fly America” Act? YES - NO, please contact the USA Research Compliance office.
- g. Have you previously received from USA an Annual Temporary Export Certificate?
 NO; YES, if yes, what was the issue date on the certificate: -
 >> If less than twelve months old has there been any change to the conditions of the certificate?
 NO; YES, please complete the attached request or contact USA Research Compliance.

NOTE: If YES to items b through g, this request will be transferred for review to the Office of Research Compliance and Assurance.

US EMERGENCY CONTACT:	
Name:	Relationship:
Telephone day:	Telephone night:
Email:	
WHERE/HOW can you be contacted while abroad? (attach any copies of draft itinerary, invitation, etc.)	
Name/Location	
Telephone	Email:

STEP 2 (complete attached export certification letter) **STEP 3: SUBMIT these completed forms to OIE**

THIS DOCUMENT MAY BE SUBMITTED ELECTRONICALLY via email to intledu@usouthal.edu

PERSON COMPLETING AND SUBMITTING THIS FORM if other than traveler:

Name Phone Number: email:

STEP 4: Office of International Education/Office of Research Compliance and Assurance

Date Received OIE:	Date Reviewed OIE	SIGNED Office of International Education.	Date:
Travel advisory information: US Department of State <input type="checkbox"/> Warning - <input type="checkbox"/> Alert <input type="checkbox"/> NO Warning/Alert			
Restricted Party Screening (RSP USA ORCA) see attached: <input type="checkbox"/>			
US Dept. of State World Wide Caution at http://travel.state.gov/travel/cis_pa_tw/pa/pa_4787.html : PLEASE READ			
Other:			
Sent to USA Office of Research Compliance via email: Date		Comments:	

STEP 5 AFTER receiving the review information, the traveler should read the attached documentation and then sign below prior to submitting the formal departmental request of leave//trave/absence

<i>I have verified, read and understand all the information above and received from the Office of International Education and or USA Research Compliance:</i>	Traveler Signature SIGNED:
PRINTED NAME	Date:
	JAGUAR NUMBER:



STEP 2:

FOR USE WHEN TRANSPORTING PORTABLE ELECTRONIC DEVICES



Office of Research Compliance and Assurance

Annual Temporary Export Certification

For USA-Owned Laptops, PDAs, Cell Phones, Digital Storage Devices and Encrypted Software

TO: Office of Research Compliance and Assurance
 FROM: J#:
 DATE:
 SUBJECT: **Export License Exception**

The export of tangible university property is subject to export licenses or other government approvals under the Export Administration Regulations (EAR). By filing this document annually with the Office of Research Compliance and Assurance, the researcher is requesting an export license exception (TMP) for the temporary export or re-export of certain tangible items/software for professional use as long as specific criteria to which you are certifying below are met. This Certification does not apply to any equipment, components, or software designed for use in/which/by missiles, satellites, or spacecraft or otherwise regulated by the International Traffic in Arms Regulations.

Detailed Description of All Item(s) to which this Certification applies:

Description(s):	
Brand/Model(s):	
USA Tag #(s):	
Serial Number(s):	

I certify that:

- I will take the item(s) and its software abroad **ONLY** either:
 - as a “tool of the trade” to conduct University business; or
 - for exhibition or demonstration; or for inspection/calibration/repair
- I will return the item(s) and its software to the US no later than 12 months from the date of export** unless they are certified by me to have been consumed or destroyed abroad during this 12 month period;
- I will maintain the item and its software under my “effective control”¹ while abroad;
- I will not take the item or software to Iran, Syria, Cuba, North Korea or the Sudan unless I have received approval from USA’s Office of Research Compliance and Assurance in writing;
- I will not take any item or software for inspection/testing/calibration/repair to any Group D1 Country listed at Part 740 Supplement 1 of the EAR (currently Albania, Armenia, Azerbaijan, Belarus, Burma, Cambodia, China (PRC), Georgia, Iraq, Kazakhstan, Kyrgyzstan, Laos, Libya, Macau, Moldova, Mongolia, North Korea, Russia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Vietnam)
- I will consult with the Office of Research Compliance and Assurance before taking/sending other USA equipment or specialty software abroad (other than my laptop computer and its operating system software, PDA or cell phone)

No Change from Prior Year

Signed: _____ Date: _____

1. Effective Control is defined as retaining physical possession of an item or maintaining it in a secure environment.

