



## **FOREIGN TRAVEL EXPORT COMPLIANCE REVIEW REQUEST FORM**

United States and/or international laws and regulations governing the export of information, materials, equipment or services may apply to international travel in unexpected ways, including impacts on destinations, foreign collaborators and/or materials, data or equipment which you plan to take with you. [University Policy AD89](#) requires an export compliance review be completed prior to departure on any foreign travel for official University purposes.

This review is not an approval of travel and can, and should be, completed after all travel plans have been finalized. The information you provide here will be reviewed by an Export Compliance Specialist within the Office of Export Compliance to conduct the required review by evaluating your proposed travel plans in order to identify any significant export compliance risks that may result from your proposed activities while abroad. All information provided should be accurate to the best of your knowledge at the time of submission. We recommend completion and submission of this Review Request Form at least 30 days prior to departure, if possible. Travelers may also obtain the required review by registration of the travel event in the [Travel Safety Network \(TSN\)](#).

In the event more information is needed, the Export Compliance Specialist reviewing your trip will contact you with specific follow up questions. For more information about Export Compliance at Penn State, please visit the [Export Compliance Website](#) or contact the Export Office via [email](#).

To initiate the required [AD89](#) review, please provide the following information regarding your upcoming foreign travel.

1. Please identify by name and Administrative Unit(s) and/or Academic Unit(s) **all** University faculty, staff or student employees who will be traveling under this Review Request Form (multiple travelers on same itinerary may submit a single form for review).
  
2. Please provide a basic but full itinerary for this travel event, including dates of travel and specific destinations for each travel segment (please indicate any personal travel segments). If additional space is required, please attach or send a separate document with the itinerary for this trip.
  
3. Please provide a concise but reasonably detailed description of the purpose for this foreign travel event and/or describe the specific activities to be undertaken and/or research collaborations to be pursued while abroad. The description provided should be sufficient to enable a non-technical specialist to understand the basic scope of the activities that will be undertaken while abroad.

4. If any of the research activities and/or any of the research collaborations identified in Question 3 on page 1 involve the use of any non-public, restricted or controlled information, data or technology (for example: field or laboratory research involving proprietary data; software or hardware development; data collection, review or analysis for restricted projects, etc.), please describe the nature of such information, data or technology and describe the intended activities or collaboration using such information, data or technology in the space provided below:
  
5. For travel to international conferences, meetings or seminars, please provide the website address for the conference. If no website address is available, please provide the name/title of the conference and the conference sponsor/host.
  
6. If this travel will be funded in full or in part by any foreign persons or entities, please provide the full name of such person or entity.
  
7. Please provide the names of any additional known foreign persons or foreign entities not otherwise listed above with whom you will be directly and substantially working, as well as any foreign persons/entities with whom you will be performing any of the significant research activities or collaborations identified above. If you are traveling to open conferences/meetings/symposia, **you do not need to provide** a listing of all attendees/participants, but should identify any specific persons with whom extensive research efforts and/or discussions involving non-publicly available information will be occurring.
  
8. Please identify any of the following items which will be taken abroad by you or at your request on this foreign travel itinerary: any specific hardware, materials or equipment; non-commercially available software or other computer files; or any non-public or restricted records, information or data. **PLEASE NOTE:** If you are traveling with your laptop or any other electronic devices, these items along with the underlying technology, any data on your device, and specifically any proprietary information, confidential records, and encryption software, are all subject to export control regulations and may be controlled for your intended destination. For this reason, please be as complete and concise as possible in describing any such items which will be taken abroad. For commercially available software and/or public data/research results contained on laptops or portable media, a statement indicating that the laptop contains only public information or basic/fundamental research data and standard commercial software will suffice.