

## University of Houston-Clear Lake Export Controls and Travel Embargo Form

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

College/Division: \_\_\_\_\_ Dept Name: \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_

[Export Administration Regulations](#) (EAR) (see Subchapter C) and [International Traffic in Arms Regulations](#) (ITAR) prohibit the unlicensed transport of certain items when traveling outside the U.S., **regardless of the type of funds used to pay for the travel**. In addition, the [Office of Foreign Assets Control](#) (OFAC) may prohibit travel to embargoed countries even when exclusions to EAR and ITAR apply. Non-compliance with federal laws and regulations may result in criminal or civil penalties and loss of export privileges. In order to determine if there are any restrictions against traveling or transporting items to the foreign destination, answer **ALL** of the following questions:

- a) Is the destination on the U.S. Treasury OFAC Sanctions Programs list ([View](#))?  
Yes  No
- b) Will you be transporting any equipment, materials, software, or technical data to the foreign country that is restricted from distribution or considered proprietary?  
Yes  No   
If yes, please describe: \_\_\_\_\_
- c) Are any of the items you will transport intended for or can be used in military applications?  
Yes  No   
If yes, please describe: \_\_\_\_\_
- d) Will you be transferring or discussing any restricted items or data referred to in (b) and (c) above to/with foreign individuals, businesses, governments, or organizations?  
Yes  No  N/A   
If yes, please describe: \_\_\_\_\_
- e) Will the restricted items and data described above remain under your physical possession or secured in a hotel safe, bonded warehouse, or locked exhibition facility?  
Yes  No  N/A   
If no, please describe: \_\_\_\_\_

Upload your completed Export Controls and Travel Embargo form and Export Compliance CITI Certificate to your Concur travel request. This will be reviewed by the Office of Research and Sponsored Programs (ORSP) and the Travel Office. If a license is required, it could take up to six months to obtain approval from the federal agency.

More information: <https://www.uhcl.edu/about/administrative-offices/sponsored-programs/export-controls/>

Traveler's Statement: I have answered the above questions to the best of my knowledge and understand that final approval from ORSP via Concur is required prior to starting travel outside the United States.

\_\_\_\_\_  
Traveler Signature

\_\_\_\_\_  
Date

ORSP Use Only:

\_\_\_\_\_  
Exe. Dir. of ORSP Signature

\_\_\_\_\_  
Date

Choose One: Approved  Not Approved

Approval comments: \_\_\_\_\_