

FREQUENTLY ASKED QUESTIONS

INTERNATIONAL TRAVEL AND EXPORT CONTROL

1) I am traveling on behalf of Clarion, but I am paying for this trip with my own funds. Am I required to complete this form?

All employees or students traveling on university business, regardless of who is financing the trip, must complete the Travel Approval Request – International. If you are traveling internationally and will use grant funds or university funding to reimburse even part of your trip, this form will be required before the accounts payable office will reimburse any travel expense.

2) How much advanced notice is required before travel can take place?

Please submit the fully completed form (signed by traveler, chair and dean) to the Export Control officer for review 60 days before the date of departure. This ensures adequate time for review and completion of any additional paperwork based on your purpose of travel.

3) What is export control and why do I need approval?

[Export Control Regulations](#) are a set of federal regulations that control and restrict the release of critical technologies, data, software, equipment, materials and information to foreign nationals and foreign countries. There are a list of countries which are on an embargo list and travel and/or sharing information with foreign nationals from these countries is illegal. Faculty, Staff and Students should review the PASSHE policy on export controls, as signing on the international travel approval form will mean that you are compliant with university, state and federal laws. Access to restricted or export controlled technology, commodities, defense articles and defense services by an unauthorized foreign person could result in severe criminal or civil penalties for the university and the university employee making the export. Prosecution of an export violation may result in fines and/or a prison sentence.

4) Which countries are on the restricted list?

[Sanctions Programs and Country Information](#)

5) What kind of activities would trigger an export control issue?

- Military or Defense Articles and Services
- High Performance Computing
- Dual Use Technologies (technologies with both a military and commercial application)
- Encryption Technology
- Missiles & Missile Technology
- Chemical/Biological Weapons
- Nuclear Technology
- Select Agents & Toxins (see [Select Agent/Toxin list](#))
- Space Technology & Satellites
- Medical Lasers

6) What if my research requires me to travel and/or conduct research internationally or with a foreign national colleague?

Clarion University encourages international collaboration. If your research is considered fundamental or basic, you are exempt from the export control regulations. Fundamental research is defined as basic and applied research in science and engineering conducted at an accredited U.S. institution of higher education where the resulting information is ordinarily published and shared broadly within the scientific community. If your research is funded via third party, it is important to note that University based research is not considered "fundamental research" if the university or its researchers accept (at the request, for example of an industrial sponsor) restrictions on publication of scientific and technical information resulting from the project. Please work with the university grant officer to ascertain if your funding agreement contains this language.

7) What if I am not doing research, but am still traveling on university business?

You will still need to complete the international travel approval form. Knowledge transfer to foreign nationals can occur without research and the travel form provides liability coverage while you are traveling on behalf of the university.

8) Are my mobile phone, personal laptop or software restricted? Can I travel with them to international destinations?

When traveling to many foreign locations, certain items (including scientific equipment, laptop computers and electronic devices) must remain under "effective control" of the traveler at all times, which is defined in federal regulations as: "retaining physical possession of item or keeping it secured in a place such as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility".

In general, however, your regular laptop with no encryption, smartphones, flash drives, commercially available software, GPS systems, tablets, etc. are not export restricted. They may require an additional form identifying an export control classification number (ECCN). Please select all applicable devices on page 2 of the [International Travel Approval Form](#). The institution's technology office will contact you with additional forms needed, if required.

9) What do I do with this form when it's signed by all parties?

When traveling, it is advised that you take a copy of the signed form with you. In addition, this form should be included in your reimbursement request to the university accounts payable office, when applicable.

10) am traveling internationally on personal business. Do I need to complete a form?

No. Employees traveling internationally for personal reasons are not required to complete licensing forms regardless if they have university information.