

## 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 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: \_\_\_\_\_

Sign and submit this document along with an unexpired Export Compliance CITI Certificate to the Office of Sponsored Programs, [sponsoredprograms@uhcl.edu](mailto:sponsoredprograms@uhcl.edu) as soon as possible to determine whether you can travel or transport restricted items to the foreign destination. 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 will obtain approval from the Office of Sponsored Programs prior to starting travel outside the United States.

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

\_\_\_\_\_  
Date

Office of Sponsored Programs Use Only:

\_\_\_\_\_  
Exe. Dir. of Sponsored Programs Signature

\_\_\_\_\_  
Date

Choose One: Approved  Not Approved

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

**The completed form and CITI certificate must be attached to the Concur Travel Request for all University of Houston-Clear Lake employee travel outside the United States.**