

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

To determine if there are any restrictions against traveling or transporting items to the foreign destination, answer **ALL** of the following questions. 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.

- 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: _____

Traveler's Statement: I have answered the above questions to the best of my knowledge. I understand that this form must be completed and approved by ORSP and I must upload it to my Concur travel request once signed by ORSP. I agree to upload my completed Export Controls and Travel Embargo form and Export Compliance CITI Certificate to my Concur travel request prior to travel outside the United States.

Traveler Signature & Date

ORSP Use Only

Choose One: Approved ☐

Not Approved ☐

Comments:

Exe. Dir. of ORSP Signature & Date