



Travel Information for UTD Researchers, Staff and Students

This travel package is intended to give you the information and resources to help you comply with U.S. export control regulations when you travel internationally.

| The least you need to know | To learn more |
|---|---|
| Your electronic devices (laptops, PDAs, cell phones, drives, memory) — and the software and data they contain: | |
| <ul style="list-style-type: none">• Are subject to U.S. export controls when you leave the U.S. This applies to the physical device, its software, and any data that's on it. | <i>International travel with electronic devices</i> <i>Taking your data</i> |
| <ul style="list-style-type: none">• May be inspected or retained by U.S. Customs when you leave or re-enter the U.S. | <i>International travel with electronic devices</i> |
| <ul style="list-style-type: none">• Are also subject to the import and export regulations of your destination(s) | <i>Understand your destination</i> |
| Exchanges of controlled information outside the U.S. or with foreign persons (other than U.S. citizens or permanent residents) are subject to U.S. export controls | <i>Guidelines for exchanges of technical information</i> <i>Restricted parties lists</i> |

This information will help you understand the potential export control implications when you collaborate or exchange information with foreign nationals or entities. It's important to UTD and to individual researchers, staff and students to be aware of the export control regulations and act in compliance with them. The regulations are more complex than these guidelines — if you're unsure, please consult the Office of Research Compliance.

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Taking your data

You can freely take with you:

- Results of fundamental research conducted on the UTD campus:
 - Basic and applied research in science and engineering, the results of which ordinarily are published and shared broadly within the scientific community.
 - Published results for defense items on the U.S. Munitions List
 - Summary information for defense articles on the U.S. Munitions List:
 - General system descriptions, general scientific, mathematical or engineering principles commonly taught in schools, colleges, and universities
 - Top-level drawings and descriptions: summaries of performance requirements, key subsystems, block diagrams, design capabilities, operational modes, equipment layout, predictions of power consumption
 - Published or publishable results for commercial (dual use) items on the Commerce Control List
- Public domain or publicly available information, which is or will be published through
 - Libraries open to the public, including most university libraries
 - Unrestricted subscriptions, newsstands, or bookstores for a cost not exceeding reproduction and distribution costs, plus a reasonable profit
 - Published patents
 - Conferences, meetings, seminars, trade shows, or exhibits accessible to the public for a fee reasonably related to the cost, and where attendees may take notes and leave with notes
- Information released by instruction in catalog courses and associated teaching laboratories of academic institutions

Guidelines for Exchanges of Technical Information

At an international conference or presentation of research (such as Industrial Liaison Program-organized meetings):

- You can present
 - Fundamental research, educational information, or public domain information (see “Taking your data”)
- You can not present
 - Detailed unpublished information regarding defense articles that are found on the U.S. Munitions List

When interacting with foreign persons:

- You cannot provide a “defense service” (any information which is required for the design, development, production, manufacture, assembly, operation, repair, testing, maintenance or modification of a defense item)
 - Dual use or public domain information can be the basis of a defense service

Exports of technical information about a defense article can take place either through exchange of documents, through oral exchanges in person or by telephone, or by electronic exchanges, including fax transmission or email.

Understand Your Destination

Successfully crossing the U.S. border is only part of your challenge. Each country you visit has its own set of rules and regulations, many stricter than those of the U.S.

The U.S. Department of State maintains Country Specific Information for every country in the world at http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html. It's a good idea to check the countries you plan to visit. If you are unsure how to interpret the information you find there, you can consult the U.S. embassy of that country or the UTD Office of Research Compliance.

Restricted Parties Lists

In addition to controls on information, there are also numerous lists of entities and individuals who are restricted from participating in export or deemed export transactions.

- Department of State, List of Statutorily Debarred Parties (<http://www.pmdtc.state.gov/compliance/debar.html>)
- Department of State, List of Administratively Debarred Parties (http://www.pmdtc.state.gov/compliance/debar_admin.html)
- Department of State, various nonproliferation sanctions lists (<http://www.state.gov/t/isn/c15231.htm>)
- Department of Commerce, Denied Persons List (<http://www.bis.doc.gov/dpl/thedeniallist.asp>)
- Department of Commerce, Denied Entities List (http://www.bis.doc.gov/policiesandregulations/ear/744_supp4.pdf)
- Department of Commerce, Unverified Parties List (http://www.bis.doc.gov/enforcement/unverifiedlist/unverified_parties.html)
- Department of the Treasury, Specially Designated Nationals and Blocked Persons List (<http://www.treasury.gov/ofac/downloads/t11sdn.pdf>)

Because it's not practical to manually consult each of these lists for every international interaction, UTD subscribes to an online service that checks all lists.

To check on an international contact, email as much of the following as you have to the Office of Research Compliance: Individual name, Company name, Address, City, Country.

UTD Travel Policy and Procedure Regarding Foreign Travel

UTD travel is defined as travel by any member of the UTD community on UTD business. UTD business is further defined as any program or activity that is required or run by UTD or financially supported through any UTD account. Foreign travel is defined as any travel outside the North American continent, with the exception of Hawaii and U.S. Territories; or, in the case of Sponsored Programs, as defined in the contractual documents. Any member of the UTD community (faculty, staff and students) who is traveling wholly for personal reasons and without financial support by UTD is not subject to UTD's travel policy. ¹

Research contracts and grants may require that all foreign travel be approved or authorized in advance by the contracting officer or his/her representative. Some contracts also provide that travel to certain areas be cleared through other channels, such as the State Department.

Members of the UTD community contemplating UTD travel abroad must also consult UTD's Travel Risk Policy² and may be required to sign the UTD travel form before departure, acknowledging the risk and personal responsibility for their decision to travel. The UTD Travel Risk Policy provides guidelines describing the various levels of travel warnings (highest, high and moderate), identifies the countries given such warnings as well as embargoed countries, sets forth the policies for travel on UTD business to such countries, and provides a comprehensive list of references and resources regarding travel.

Members of the UTD community should refer to UTD's travel page (<http://www.utdallas.edu/utdgeneral/business/procure/departments/travel/>) for information about planning for travel, the risks of travel, and ways to avoid or better handle emergencies. In addition, when foreign travel is contemplated in connection with Sponsored Research work, the Office of Sponsored Programs or the laboratory director must be consulted.

¹ The UTD Travel Policy can be found at http://www.utdallas.edu/utdgeneral/business/admin_manual/travel.htm

² The UTD Travel Risk Policy can be found at http://www.utdallas.edu/business/admin_manual/pdf/travel-and-risk-related-activities-policy-4-29-11.pdf