

## University of Houston 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, describe:
- c) Are any of the items you will transport intended for or can be used in military applications?  
Yes  No   
If yes, 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, 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, describe:

If you answered "Yes" to one or more of questions (a) through (d) or if you answered "No" to question (e), contact Beverly Rymer, Executive Director of the Office of Contracts and Grants, at [brymer@uh.edu](mailto:brymer@uh.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:* <http://www.uh.edu/research/compliance/export-controls/>

Traveler's Statement: I have answered the above questions to the best of my knowledge and will contact the Director of Contracts and Grants as soon as possible to obtain approval, if required.

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

\_\_\_\_\_  
Director of Contracts and Grants (if required) \_\_\_\_\_  
Date

Circle one:      Approved                      Not Approved

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

**The completed form must be attached to the Travel Request for all University of Houston employee travel outside the United States.**

# Foreign Travel Statement

*This form must be completed prior to foreign travel and submitted with travel request.*

**Traveler Name**

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**Anticipated Trip Date**

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**Destination  
City/Country**

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**Funding Source**

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**Specific Business  
Purpose**

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**Describe the essential nature of the travel request and how this trip will benefit the University:**

- *If traveling to more than one destination, provide the specific purpose & benefit for each destination.*
- *Please provide full name of any acronyms used.*

**Signature of  
Traveler**

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**Date**

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