**Iowa State University**

**International Travel Checklist**

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| 1. **Compliance with Laws**
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| 1. [**Export Controls**](http://www.vpresearch.iastate.edu/en/office_of_research_integrity/export_controls/)
 | Yes | No | Unsure |
| 1. Are you traveling to a [country sanctioned by the United States](http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx)?
 | [ ]  | [ ]  | [ ]  |
| 1. Will you interact with or make any payments or provide any benefits to any group or person who is listed on any sanctions list maintained by BIS, DDTC or OFAC? [Consolidated Screening List](http://export.gov/ecr/eg_main_023148.asp)
 | [ ]  | [ ]  | [ ]  |
| 1. Do you need an export license for anything that you are taking with you or sharing with others during your travels? Are you carrying any items on the International Traffic in Arms (ITAR) [Munitions List](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=1675d08084e34c203896f3118a545d68&rgn=div8&view=text&node=22:1.0.1.13.58.0.31.1&dno=22), or the Export Administration Regulations (EAR[) Commerce Control List](http://www.bis.doc.gov/policiesandregulations/ear/index.htm), or carrying or sharing technical information or services related to those items?
 | [ ]  | [ ]  | [ ]  |
| If **any** of the responses above are *Yes* or *Unsure,* contact export@iastate.edu , [Office of Research Integrity](http://www.vpresearch.iastate.edu/index.cfm?nodeID=84113&audienceID=1). |
| 1. **U.S. Flag Carriers**
 | Yes | No | Unsure |
| 1. Will federal funds pay for your air travel?
 | [ ]  | [ ]  | [ ]  |
| If you answered *Yes or Unsure,* proceed to question 2b.If you answered *No*, proceed to question 3. |
| 1. Are you in compliance with regulations that require flying on a [U.S. flag carrier](http://www.controller.iastate.edu/travelinformation/airfarerestrictions.htm)?
 | [ ]  | [ ]  | [ ]  |
| If you answered *No* or *Unsure* to question 2b, contact the [Procurement Services Department](http://www.procurement.iastate.edu/home). |
| 1. **Import Restrictions**
 | Yes | No | Unsure |
| 1. Have you checked with the [embassy or consulate](https://travel.state.gov/content/passports/en/country.html) of the country to which you are traveling for any import restrictions?
 | [ ]  | [ ]  | [ ]  |
| 1. If you intend to bring back materials (such as drugs, chemicals, biologics, medical devices, animals and animal products) from another country, have you checked on [U.S. Import Restrictions](https://travel.state.gov/content/passports/en/go/customs.html)?
 | [ ]  | [ ]  | [ ]  |
| 1. **Safety and Personal Protection**
 |  |  |  |
| 1. **Travel Warnings**
 | Yes | No | Unsure |
| 1. Have you checked whether the U.S. Department of State has issued any [travel warnings](http://travel.state.gov/) or travel alerts for the country to which you are traveling?
 | [ ]  | [ ]  | [ ]  |
| 1. **Insurance**
 | Yes | No | Unsure |
| 1. Have you reviewed your insurance and the insurance of those traveling with you and considered purchasing supplemental insurance (e.g., supplemental health insurance, emergency evacuation and repatriation, repatriation of remains)?
 | [ ]  | [ ]  | [ ]  |
| 1. **Itinerary, Contact, and Passport Information**
 | Yes | No | Unsure |
| 1. Have you left your itinerary and contact information with family and department administrators? Have you left copies of your passport with someone so they are accessible in case of loss?
 | [ ]  | [ ]  | [ ]  |
| For more information, see the State Department’s [Traveler’s Checklist](https://travel.state.gov/content/passports/en/go/checklist.html). |
| **C. Sound Business Practices** |  |  |  |
| 1. **Laptop and Data Security**
 | Yes | No | Unsure |
| 1. Does your travel require you to carry a laptop or other computing equipment?
 | [ ]  | [ ]  | [ ]  |
| If *No*, please consider traveling without such device. If *Yes* or *Unsure*, review the Best Practices for [Information Technology and International Travel](http://www.compliance.iastate.edu/docs/InternationalTravelandInformationTechnology2014-03-11.pdf). |
| 1. Some countries retain the right to seize and hold laptops and computing equipment. Laptops, smart phones, and portable memory devices (e.g., removable hard drives, thumb drives, CD ROMs) are often stolen in the course of travel. Have you considered a means to accomplish university business if this occurs?
 | [ ]  | [ ]  | [ ]  |
| 1. Have you cleared electronic storage media of unnecessary confidential business and personal information, such as bank information, confidential student and employee information, information subject to confidentiality agreements, intellectual property, and sensitive or export controlled research?
 | [ ]  | [ ]  | [ ]  |
| 1. **Travel Policies**
 | Yes | No | Unsure |
| 1. Have you reviewed the [ISU Travel Information](http://www.controller.iastate.edu/travelinformation/homepage.htm) web page for additional information about travel reimbursement, foreign travel, and ISU travel policies?
 | [ ]  | [ ]  | [ ]  |
| 1. **Sponsored Agreement Compliance**
 | Yes | No | Unsure |
| 1. Is the travel activity in compliance with any sponsored research agreement, including requirements for use of funds and restrictions on traveling with sponsor-provided materials and information?
 | [ ]  | [ ]  | [ ]  |