

International Travel Checklist

Compliance with Laws

1. Export Controls ([Click here for more information.](#))

- Are you traveling to a [country sanctioned by the United States](#) (such as Burma, Cuba, Iran, North Korea, Sudan and Syria)?

Yes No (If Yes, contact [Office of University Counsel](#))

- Are any of the individuals or entities with whom you will be interacting or to whom you will be making any payments or providing any benefits listed on the [BIS Lists To Check](#) or from a [country sanctioned by the United States](#)?

Yes No (If Yes, contact [Office of University Counsel](#))

- 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](#) or the Export Administration Regulations (EAR) [Commerce Control List](#) or carrying or sharing technical information or services related to those items?

Yes No (If Yes, contact [Office of University Counsel](#))

2. US Flag Carriers

- If federal funds will be paying for your air travel, are you in compliance with regulations that require [flying on a U.S. flag air carrier](#)?

Yes No Not Applicable (If No, contact [Purchasing Department](#))

3. Import Restrictions

- Have you checked with the [embassy or consulate of the country](#) to which you are traveling for any import restrictions?

Yes No

- 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 [US import restrictions](#)?

Yes No

Safety and Personal Protection

1. Travel Warnings

- Have you checked whether the U.S. Department of State has issued any [travel warnings](#) or travel alerts for the country to which you are traveling?

Yes No

2. Insurance

- Have you reviewed your insurance and the insurance of those traveling with you and considered purchasing supplemental insurance (i.e., supplemental health insurance, emergency evacuation and repatriation, repatriation of remains)?

Yes No

3. Itinerary, Contact and Passport Information

- 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?

Yes No

For more information, see [Tips for Traveling Abroad \(US Department of State\)](#)

Sound Business Practices

1. Laptop and Data Security

- Some countries retain the right to seize and hold laptops and computing equipment. Laptops are often stolen in the course of travel. Have you considered a means to accomplish university business if this occurs?

Yes No

- 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 and intellectual property?

Yes No

2. Travel Policies

- Have you reviewed the [ISU Travel Information web page](#) for additional information about travel reimbursement, foreign travel, and ISU travel policies?

Yes No

3. Sponsored Agreement Compliance

- 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?

Yes No