Rev.022025

International Travel Review Form

For travel outside of the continental United States

Please email the completed form to research@newmexicoconsortium.org each time you travel outside of the continental U.S. Please complete and submit this form a minimum of four weeks prior to all International Travel OR as soon as you know that export certification or review may be required as it can take up to two (2) months to complete such a process, this review is also required if you are transporting items/software/data either outside of the U.S. and/or collaborating with foreign nationals, foreign educational institutions, or foreign businesses.

Today's Date:	Departure/Return Dates:
Name:	Project Title:
Job Title:	Project PI:
Email:	Sponsor:

1. Purpose of Travel:

☐ Attend Conference/Meeting ☐ Present Paper/Lecture ☐ Teaching
☐ Research ☐ Vacation ☐ Consulting ☐ Other

2. Is travel NMC funded? ☐ Yes, indicate funding source below ☐ No
☐ Grant – U.S. Federal ☐ Grant Non-Federal (explain):
☐ Other (explain):

3. Please list countries or non-continental U.S. location(s) to be visited. Include countries you may transit through (i.e., stop and change airlines, flights, etc.):

4. Will you be taking any NMC owned equipment or items (biological samples, laptop, software, smartphone, etc.) out of the U.S.?

☐ Yes, please describe equipment or items below (Please use additional pages as needed) ☐ No, Skip to **Question 6.**

Ex.: Laptop Lenovo ThinkPad X21 A335B752 COMP-00123

Description	Brand & Model	Serial #	NMC Comp. Number

Please list all software installed on the computer both owned by NMC and third-party (i.e., software not owned by NMC, examples might be software owned by LANL, NASA, etc.):

Ex.: Microsoft Word 16.16.2 (180910) NASA 5D992.c

Software Name	**Version**	**Owned By**	**ECCN # (if available)**

Please use additional pages as needed.

5. I will take the item(s) and software abroad ONLY as a "Tool of the Trade" to conduct NMC business.

☐ Yes ☐ No

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a) I will return the item(s) and software to the U.S. no later than 12 months from the date of export unless they are certified by me, in writing, to have been consumed or destroyed abroad during this 12-month period. (If destroyed abroad you will need to provide documentation [police/accident reports, destruction records, etc.] with your certification).
☐Yes ☐No

b) I will maintain the item and its software under my "effective control" (defined as retaining physical possession of an item or maintaining it in a secure environment) while abroad. ☐Yes ☐No

c) I will not take any item or software to any country other than the ones I previously listed unless I notify the Research Administration Office in writing and receive written approval from NMC before traveling to other countries.
☐Yes ☐No

6. If you are doing research while abroad, please list where (the country) and with whom (institutions and/or individuals) this research will take place.

7. Will you be transporting any encrypted software/technology/items/data? ☐Yes, describe below ☐No

8. Have you reviewed applicable host country regulations for obtaining a visa for research purposes?
☐Yes ☐No

9. Have you reviewed the https://travel.state.gov/website for travel warnings and alerts? ☐Yes ☐No (Please go to https://www.state.gov/travelers/ and review all travel warnings and alerts for the countries you will visit or transit through).

10. Have you and all others traveling for this project reviewed the CDC website for health risks associated with the countries to which you will travel? ☐Yes ☐No

11. If your travel is federally funded, does your travel comply with the U.S. "Fly America" Act? ☐Yes ☐No, if there are compliant options available, you may not be reimbursed.

I certify that the information provided is true to the best of my knowledge, and by clicking Yes below I agree to inform the NMC Research Administration Office if any of the information on this form changes and/or if any equipment I take out of the U.S. is lost or stolen.
☐Yes, I agree

Signature

NMC Office Use Only. EC Verification Checklist

☐ EC Project	☐ FRE
☐ EC Item(s)	☐ USML
☐ EC Software	☐ EAR Classification
☐ EC Data/Technology	☐ Antiboycott Issues
☐ China, Russia, Venezuela military-end use/user	☐ ITAR