



Downstate Health Sciences University
Office of Research Administration

Foreign Travel Disclosure Form

To ensure compliance with the [Research Foundation's International Travel guidance](#) and Federal [Export Control requirements](#), this form is required each time travel is planned outside the United States and allocated to Research Foundation funding at Downstate. Travelers must complete and submit this form a minimum of two weeks before all international travel. If it is decided that an export control license is needed, it may take up to two (2) months to secure.

Traveler Information:

Legal Name: _____ Phone Number: _____
Email Address: _____ Department: _____
Country of Citizenship: _____

Trip Information:

Business Purpose of Travel: _____
Destination(s): _____ Dates of Travel: _____
Project/Task/Award: _____

Will you be working with foreign persons, faculty, students, educational institutions, or businesses while traveling?
YES NO

If yes, please list the name(s) and institutional affiliation(s) of the foreign persons with whom you will be working.

Will you transport any encrypted software, technology, items, or data to the foreign country?
YES NO

If yes, please describe.

Will you be transporting any equipment to a foreign country? YES NO

If yes, please list the equipment (i.e., laptop computer, cell phone, GPS).

Submit the completed form to RF_Compliance@downstate.edu. If more information or an export control license is needed, the Export Control and Research Compliance Officer will contact you within 2 business days of submitting this form. **Your travel advance and/or reimbursement may be delayed or determined to be unallowable if a Foreign Travel Disclosure Form is not on file before an international trip.**

Traveler's Signature: _____ Date: _____