

**Request to take UH Computers & Software out of the U.S.  
(To be completed and signed by traveler and attached to Travel Request)**

1. TRAVELER NAME \_\_\_\_\_
2. Dates of travel \_\_\_\_\_
3. Destination \_\_\_\_\_  
(Travel to Cuba, Iran, North Korea, Libya, Sudan, and Syria may be restricted or prohibited).
4. Describe UH devices and/or personal devices with UH software that will be brought, and indicate whether these are UH-owned or personally-owned:  
Computer/Laptop/Equipment: \_\_\_\_\_  
Memory device(s): \_\_\_\_\_
5. Computers and software purchased and owned by UH or intellectual property (software, code) created by UH or UH employees with UH equipment and/or paid time are subject to Export Administration Regulations (EAR) when traveling outside the U.S. In order to determine if a license is needed or if an exception exists please answer **ALL** of the following questions:
  - a) Will the UH computer/laptop be out of the U.S. temporarily [no more than one year from departure date (EAR 15CFR740.9a1)]? Yes\_\_\_ No\_\_\_
  - b) Is the UH computer/laptop considered a “tool of the trade” [for use in lawful enterprise or undertaking (EAR CFR740.9a2i)]? Yes\_\_\_ No\_\_\_
  - c) Will the computer/laptop remain under your “effective control” [physical possession or secured in a hotel safe/bonded warehouse/locked exhibition facility (EAR 15CFR772.1)]? Yes\_\_\_ No\_\_\_
  - d) Traveler’s and Property Custodian’s signature and date indicate the following:
    - S/he has noted any UH-owned controlled device’s inventory tag number as follows \_\_\_\_\_
    - S/he will verify that the inventory tag number on the returned device matches the original
    - Any UH-owned controlled device is authorized to be off campus in possession of the traveler for the duration of the above travel dates.

**APPROVALS:**

<b>Traveler</b>	<b>DATE</b>
<b>Property Custodian (if UH-owned controlled devices)</b>	<b>DATE</b>
<b>Certifying Signature (DBA, required for all)</b>	<b>DATE</b>