Completing a Foreign Travel Request

U.S. export laws require certain items have an export license in order to be shipped or taken to certain countries. This law even applies to University-owned laptops. To verify no export license is required to take or ship a specific piece of University-owned equipment to a foreign country, please submit a foreign travel request as soon as you are aware that an item needs to be taken or shipped outside the United States. Upon receipt of the foreign travel request, Asset Management will check to see if a license is required to take or ship the item to the requested country.

If no license is required, the traveler will be notified by e-mail that it is okay to take the item. If it appears a license is required, the traveler or shipper will be directed to contact the Division of Sponsored Research for further instructions. Travelers are advised to keep a copy of the foreign travel approval with them when traveling.

There are no security roles required. The traveler may enter the foreign travel request by going directly to Asset Management’s website and completing the short form, or they may ask their department property contact or custodian to submit it on their behalf.

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<tr>
<th>Step</th>
<th>Action</th>
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<td>1.</td>
<td>Start by clicking the <strong>Requests</strong> menu tab at the top.</td>
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<td>2.</td>
<td>Click the <strong>Foreign Travel or Shipment Request</strong> link.</td>
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## Step | Action
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3. | Enter the tag (decal) number in the Search for an Asset field. If it starts with 4910, you may skip these numbers and enter the letters/numbers that follow. For this example, enter "HC10672".
4. | myAssets will autopopulate with the complete tag number and description. Click the **4910HC10672 CAMERA, NIKON UFX-DX** link to select it.
5. | The selected item will be displayed as a row on the page.
6. | Enter the **Traveler's UFID**. For this example, enter "22222222".
7. | Click in the **Travel/Ship Dates** field to activate the calendar.
8. | Click the **10** link.
9. | Click in the **Travel/Ship Dates** field.
10. | Click the **14** link.
11. | Click the scrollbar to scroll down to select the country of travel. You may select several countries at once by holding down the CTRL key while clicking on the country.
12. | Click the **France** list item for this example.
13. | Click the space under the scrollbar on the right to scroll down.
14. | Enter any pertinent notes with keeping foreign travel and information security in mind. If the equipment contains encrypted or specialized information, make a note here. For this example, enter "This camera contains an HD Card."
15. | Click the **Submit** link.
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<td>16.</td>
<td>Click the <strong>OK</strong> button.</td>
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For further assistance, please e-mail property@ufl.edu, call Asset Management Services at 352-392-2556, or visit [http://www.fa.ufl.edu/departments/asset-management/](http://www.fa.ufl.edu/departments/asset-management/).