

	Office of Export Controls and Customs	SOP Number:	TRA001.0
	Standard Operating Procedure for:	Implementation Date:	JUL-09-2018
	International Travel	Last Revision Date:	JUL-09-2018
		Related Policy Number:	REG01.15.08
		Related Policy Name	Export Controls and Customs Compliance

PURPOSE

Describe the process for International Travel.

This SOP establishes the responsibilities of faculty, staff, and students traveling internationally on behalf of ECU or where the travel supports the individual's ECU-related role, regardless of who will pay for the trip's related costs. Travel outside the US may implicate export control requirements and a license may be required for certain items to be taken or for certain activities to be undertaken in foreign destinations.

SCOPE

RELEVANT ACTIVITIES

International Travel where the travel supports the individual's ECU-related role, regardless of funding source, including where travel expenses are paid by traveler and are not reimbursable otherwise.

Examples:

- Students traveling with ECU-owned laptops, desktops, or similar devices, as well as other ECU-owned equipment, to be used while conducting research in a foreign country
- Faculty traveling with ECU-owned laptops or other equipment to conduct research in a foreign country, to attend conferences, etc.

RELEVANT AUDIENCE

Faculty, Staff, Students

RESPONSIBILITIES

TASK	RESPONSIBLE PARTY	WHEN
Creating travel request within ECU internal travel system	Faculty, Staff, Students	At least seven (7) days prior to international travel

TASK	RESPONSIBLE PARTY	WHEN
Screen international travel itinerary for export control requirements	Office of Export Controls & Customs	Prior to international travel

DEFINITIONS/ACRONYMS

ACRONYM or TERM	DEFINITION
Export Control	Federal regulation(s) that define(s) the compliance requirements for the shipment or transfer, by whatever means, of certain items, technology, software, and services out of the United States.
Export License	A specific authorization provided by a government agency authorizing the export or activity that is subject to certain regulations or sanctions.
License Exception	A general authorization that allows for exports that may otherwise require a specific license to take place without obtaining a license if certain stated conditions are met and upheld.
OECC	ECU Office of Export Controls & Customs. Responsible for creating, implementing, and maintaining processes and procedures that facilitate and demonstrate ECU's compliance with federal import and export regulations; also promotes topic awareness and provides training to relevant audiences.
Restricted Party	An individual or entity included on any government sanctions list, such as the Entity List, Denied Persons List, or Specially Designated Nationals List, among others. Inclusion on a sanctions list may restrict or prohibit engaging with the named individual or entity.

PROCEDURES

Sequence	RESPONSIBLE PARTY	DESCRIPTION
1	Traveler or travel preparer	A request is created within ECU's internal travel request system that includes the dates of travel, destination, and purpose of travel. Travel Type must be set to Employee-Foreign, Non-Employee-Foreign, or Study-Abroad-Foreign as per ECU Travel Manual
2	OECC	OECC receives daily report on travel requests created the day prior that are to international destinations.
3	OECC	OECC contacts traveler requesting if any ECU equipment (including laptops, software, lab equipment, etc.) will be taken abroad.
4	Traveler	Traveler notifies OECC of all equipment (including laptops, software, lab equipment, etc.) that will be taken abroad. For all items except for laptops, traveler must also provide the item value in USD (if known) as well as indicate how the equipment will be taken abroad (i.e. sent via a carrier, hand carried either in luggage or within the passenger cabin, etc.).

Sequence	RESPONSIBLE PARTY	DESCRIPTION
5	OECC	OECC screens relevant details of travel for any restricted destinations or parties, including destination hotels, institutions, individuals, and travel purpose, etc.
6	OECC	If an export license is required, OECC will consult with the traveler and will initiate the process of obtaining such license.
7	OECC	If any export or customs paperwork is required for accompanying items (customs invoices, license(s), license exception documentation, etc.) OECC generates such paperwork and provides it to traveler along with instructions regarding proper use and requirements.
8	OECC	If original export screening date occurs more than 30 days prior to departure, OECC rescreens for restricted parties within 30 days of departure.
9	OECC/ITCS	Where ITCS requirements for taking laptops and similar devices internationally apply, OECC may initiate the ITCS ticket request in order to ensure ECU-data and equipment are protected from data security breaches and malware attacks.

OECC SERVICE LEVEL TARGET

SERVICE PERFORMED	TRIGGER EVENT	TARGET Turn-Around-Time
Analyze international travel request for export control implications and/or requirements	Travel request created correctly as per ECU policy and included on daily report provided to OECC	INITIAL SCREEN → 3 business days of Request receipt RESCREEN → Within 30 days of travel, if applicable

REFERENCES

REFERENCE DESCRIPTION	LOCATION
ECU Travel Manual	http://www.ecu.edu/cs-admin/financial_serv/customcf/travel_procedures_manual.pdf
ECU Export Control Policy	http://www.ecu.edu/prr/01/15/08

CREATION/REVISION/APPROVAL HISTORY

Create Date	Owner	Approver	Comments
Jul-09-2018	Daniel Gregory	Tony Rowe	First Release

Revision Date	Owner	Approver	Significant Revisions
Not Applicable	Not Applicable	Not Applicable	Not Applicable

END OF PROCEDURE