**BAYLOR UNIVERSITY TRAVELER EXPORT LICENSE EXCEPTION (TMP) CERTIFICATION**

For Export Administration Regulations (EAR) Controlled Items, Technology, and Software

Traveler Name:

Department:

Dates of Travel:

Destination(s):

The export from the U.S. of items (including laptops, PDAs, cell phones, and digital storage devices), technology, commercial software, and encryption code is subject to U.S. export control regulations. The Department of Commerce's Export Administration Regulations (EAR) makes an exception to licensing requirements for the temporary export or re-export of certain items, technology, or software for professional use as long as the criteria to which you are certifying below are met. This exception does not apply to any EAR satellite or space-related equipment, components, or software, or to any technology associated with high-level encryption products. In addition, this exception does not apply to items, technology, data, or software regulated by the Department of State’s International Traffic in Arms Regulations (ITAR).

Detailed Description of Items, Technology or Software to which this Certification applies:

By my signature below, I certify that:

1. I will ship or hand-carry the items, technology, or software that are certified above by me to the above destination(s) as a “tool of the trade” to conduct BU business only;

2. I will return such items, technology, or software to the U.S. no later than 12 months from the date of leaving the U.S. unless such items, technology, or software have been consumed or destroyed abroad during this 12 month period and I have certified that such has occurred;

3. I will keep such items, technology, or software under my “effective control” while outside of the U.S. (defined as retaining physical possession of item or keeping it secured in a place such as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility);

4. I will take security precautions to protect against unauthorized release of any technology associated with such items while the technology is being shipped or transmitted and used outside of the U.S. such as:
   a. use of secure connections when accessing e-mail and other business activities that involve the transmission and use of the technology;
   b. use of password systems on electronic devices that store technology; and
   c. use of personal firewalls on electronic devices that store the technology.

5. **I will not travel to, ship to, or hand-carry any items, technology or software to Libya, Iran, Syria, Cuba, North Korea, or Sudan without first consulting BU’s Office of Trade Compliance.**

Signed: __________________________ Date: ________________

*Please keep a signed copy of this form with you when traveling abroad*