

International Travel Recommendations for University Employees on University Business

Booking Travel through K-State System

K-State has travel resources for faculty and staff. You can book your trip through [K-State Travel](#). Travel registration through K-State Travel provides the University with the information it needs to locate travelers and provide information or assistance in the event of a crisis or emergency.

Travel with Minimum Devices and Equipment

Generally, employees should only travel with the minimum needed to get the work done while they are abroad. Electronic equipment that includes University data or other information should be kept to a minimum—if it is not needed, leave it at home. To that end, employees traveling abroad should be aware of any confidential information on any device they are traveling with. There can be limited to no right to privacy in foreign countries and information may be copied or removed from phones and other devices. If you do not feel you can travel without a laptop, phone, USB or other devices or equipment, please consult with IT services regarding a loaner laptop and other devices.

Travelling with K-State Equipment

Most items, including laptops, tablets, cellphones, and commercial software, may be taken outside the U.S. under a license exception, “Temporary Imports, Exports, Re-exports, and Transfers (In-Country) (“TMP”). The TMP license exception allows the traveler to take K-State property out of the U.S. provided the item is (a) kept under the traveler’s effective control and, (b) brought back to the U.S. within a year of the departure date. The traveler should use the TMP Certification to document application of the TMP license exception. Click link to access the [TMP form](#).

TMP does NOT apply to items or technologies controlled under the International Traffic in Arms Regulations (ITAR). In addition, some equipment such as global positioning systems, thermal imaging cameras, and inertial measurement systems are highly restricted and may require a license even when hand carried. Travelers are advised to contact URCO for guidance.

K-State employees involved in export controlled research must ensure that there is no export controlled information on electronic devices taken during travel unless a specific license or other authorization is in place to take the information to the travel destination.

Travelling with Personal Equipment

For personal laptops, tablets, cell phones, and commercial software, the Baggage (“BAG”) license exception may apply. Like the TMP, the BAG license exception allows travelers to take certain personal items out of the U.S. provided the item is (i) kept under the traveler’s control and (b) brought back to the U.S. within a year of the departure date. Traveler should use the BAG Certification to document application of the BAG license exception. The traveler is responsible for export controls compliance related to travel with personal items. Click link to access the [BAG form](#).

Export Controls

Individuals traveling internationally on university business or with university property are also responsible for complying with export control laws and regulations. Export control regulations may restrict or prohibit some travel related activities or destinations, and/or may require licenses for others. The University Research Compliance Office (URCO) can help travelers assess what export control requirements apply to ensure institutional and individual compliance.

Restricted Party Screening

The U.S. federal government maintains several lists of individuals and entities for which the Government has imposed restrictions related to exports, imports, and services. Additional due diligence is required when

dealing with an individual or entity appearing on these lists. Activities involving the individual or entity may be prohibited or restricted. When traveling internationally, it is important to ensure that the individuals and/or entities the traveler is meeting with are not restricted, and that the topics of discussion or other proposed activity is not restricted. To facilitate restricted party screening, the traveler must submit Export Controls Compliance Review, International Travel prior to their departure.

Travel to Embargoed Countries

The U.S. government maintains comprehensive sanctions and embargoes against a number of countries. [Comprehensively embargoed countries currently include Cuba, Iran, North Korea, Syria and the Crimea, Donetsk, and Luhansk Regions of Ukraine.] The programs are administered by the Office of Foreign Assets Control (OFAC), Department of Treasury, and generally prohibit importation and exportation of goods and services to and/or from an embargoed country. Travel related activities that are allowable for other destinations might require an export license or other authorization if the travel is to an embargoed destination. For example, while travel to Iran is not prohibited and does not require a license, attending a conference or conducting research in Iran requires a license. Travel to Cuba on the other hand is prohibited, unless authorized by a specific or a general license. The rules are different for each embargoed destination. Please contact URCO at exportcontrols@k-state.edu, phone 785-532-3224 for guidance prior to travel as soon as you become aware of your impending travel. URCO will assist with applying for the license when necessary. Licenses can take several weeks before they are granted, so it is important that the traveler contacts URCO as early as possible.

Conferences

Most travel for conferences will fall under exclusions to the export control regulations such as the publicly available and public domain exclusions. In general, information that is published and is generally accessible to the public through publication in books or periodicals available in a public library or in bookstores or information that is presented at a conference, meeting, seminar, trade show, or other open gathering, is usually considered to be in the public domain, and not export controlled. Travel for other reasons such as to conduct research/research related activities or to explore future collaborations are subject to export control review. Travelers must submit Export Controls Compliance Review, International Travel prior to their departure.

IT Security Tips While Traveling

1. Do not travel with any moderate or high-risk data.
2. Disable features that auto connect your laptop to WiFi or Bluetooth.
3. Use the virtual private network (VPN) when accessing any university systems.
4. Avoid public WiFi networks that do not require a login or password.
5. Confirm with staff (at your hotel, conference center, host, etc.) the correct name of the network and exact login procedures to ensure that the network is legitimate.
6. To prevent theft and unauthorized access or loss of sensitive information, never leave equipment—including any USB or external storage devices—unattended in a public place. Keep your devices secured in taxis, at airports, on airplanes, and in your hotel room. Also, be aware that government officials and hotel staff will likely have access to the safe in your hotel room.
7. If you travel with a mobile phone, do not use the public charging kiosks; that connecting cable may open access to whatever you have stored on the phone.

ITS Loaner Laptop Program

Traveling with a loaner laptop reduces the risk of data and identity theft. Starting December 1, 2019, K- State Information Technology Services will have 10 laptops available to be checked out by faculty or staff who travel to high risk countries.

To reserve a loaner laptop:

- Request a loaner laptop at least one week prior to travel by calling 785-532-4918.
- Pick up the loaner laptop from ITS equipment checkout.

- Upon your return, move any data stored on the laptop to a flash drive or external hard drive.*
- The laptop will be erased/re-imaged upon return by ITS staff.

Included with the laptop will be a case, charger, and international power adapter. For security reasons, travel laptops have limited software and functionality. The laptop applications and software will include a browser, the Microsoft Office suite, antivirus software, Zoom and access to the VPN.

The loaner laptop program is free to faculty and staff, however, the individual borrowing the laptop will be responsible for replacement costs due to damage, loss, or theft.

*ITS is not responsible for any lost data.

Extended Travel – HR and related Legal Considerations

If an individual will be on international travel for longer than two weeks, they should contact Human Resources regarding wage/payment issues. Human Resources can be reached at 785-532-6277.

Department heads and supervisors of international travelers on university business should consult the Office of General Counsel regarding compliance with foreign employment, tax, and registration laws. Advance notice—prior to signing any employment-related documents and/or assigning duties to occur abroad—is critical, preferably 6-8 weeks. Contact OGC at 785-532-5730, or via email attys@k-state.edu.

It is each employee's responsibility to ensure they are aware of and comply with applicable laws in the foreign country, just as they are responsible for complying with applicable law within the United States.

Travel Assistance Services

K-State employees, students, dependents, and other individuals are covered by On Call International Global Assistance and Insurance Program insurance policy when traveling outside of the United States.

- [On Call ID Card and Program Summary](#)
- [On Call Contact Information](#)
- [On Call International Services-Summer 2022](#)

Individual travelers or departments are financially responsible for costs that are not covered by the policy.

If you need proof of coverage, please contact Grant Chapman, Associate Provost for International Programs (grantchapman@ksu.edu), or Elliot Young, University Risk and Compliance Officer (ecyoung@ksu.edu).

Trip Interruption and Cancellation Insurance: Individuals can purchase trip interruption and/or trip cancellation insurance for reimbursement due to a variety of covered losses.

Please contact Elliot Young, AVP University Risk and Compliance Officer, (ecyoung@ksu.edu) with questions.

Immunizations

A Travel Consult is available at the Lafene Allergy and Immunization Clinic to assist students, faculty, or staff who are traveling internationally. Find additional information at [this link](#) or by calling 785.532.6544.

Additional information can be found on the [International Travel and Activities](#) policy page or at these links:

Travel to [High Risk](#) Locations

[Foreign Corrupt Practices Act and State Ethics Rules](#)

[Traveling with Students](#)

[Activities and Services Abroad--Contracts](#)