



Wayne L. Mowery, Jr., Esq., ECoP®
University Export Compliance Officer

Office of Ethics & Compliance
Office of Sponsored Programs
The Pennsylvania State University
190 The 230 Building
University Park, PA 16802

Ph: (814) 867-2379
Fax: (814) 865-3377
E-mail: wmm12@psu.edu
Web: www.universityethics.psu.edu

10 July 2014

Foreign Travel Export Compliance Reviews

It is the stated policy of the University under RA18 that all University academic and research activities be operated in accordance with applicable federal regulations governing export controls, including any foreign travel conducted for University purposes. Best practices in the educational research community are to perform a pre-travel review of all proposed foreign travel to confirm that the proposed foreign travel related activities will not result in any violation of the ITAR (Department of State), EAR (Department of Commerce) or OFAC (Department of the Treasury) laws, regulations or guidelines governing U.S. exports. Foreign travel expressly listed in existing Sponsored Research Awards should have been reviewed at time of award acceptance. Any foreign travel in support of or funded under a sponsored research award, whether a part of a gift, grant or contract, not previously reviewed (either due to funding reallocation or changes in project scope or activities) should be forwarded to the Office of Sponsored Programs Export Compliance Staff for additional review (export-osp@psu.edu). All other foreign travel review requests can be directed to the University Export Compliance Officer at Export@psu.edu.

To facilitate a UECO pre-travel review for export compliance purposes, please provide at a minimum the following information:

1. Name and Department of PSU Faculty/Staff initiating the foreign travel;
2. A listing of all destinations, including, as known, any specific individuals with whom the PSU Faculty/Staff will be working while abroad;
3. A brief description of the work/research to be performed and/or the area of research/academic focus for any research/academic activities to be conducted abroad;
4. A list/description of any equipment, materials, software, records, files or data which will be taken abroad by the traveling PSU Faculty/Staff.

In addition to the above, if known, please provide the following additional information:

5. For travel to international conferences, meetings or seminars, the name of the entity/institution or group sponsoring the event; and
6. The dates of travel, including any personal travel dates/destinations which precede or follow the University related foreign travel activities.

Review requests may be submitted directly to the UECO or via the general export compliance contact email address at Export@psu.edu. Attached is a form fillable PDF that may be used to submit the required information. Information may also be submitted in the body of the email request.

While most reviews are generally completed in less than 72 hours of submission, we recommend that you allow a minimum of 5-7 business days for processing of a review request.

For additional questions about export compliance at Penn State or to arrange training for faculty, staff or students, please feel free to contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read "Wayne L. Mowery, Jr.", written in a cursive style.

Wayne L. Mowery, Jr., Esq., ECoP®
University Export Compliance Officer
Office of Ethics and Compliance
Office of Sponsored Programs
The Pennsylvania State University
190 The 230 Building
University Park, PA 16802
Phone: 814.867.2379
Fax: 814.865.3377
Email: wlmowery@psu.edu
Web: [Penn State Export Compliance Website](#)



FOREIGN TRAVEL EXPORT COMPLIANCE REVIEW REQUEST FORM
Non-Sponsored Research Related

To facilitate a pre-travel review for export compliance purposes, please provide at a minimum the following information:

1. Name and Department of PSU Foreign Traveler(s) and budget/fund # to be charged for travel:
2. A listing of all destinations, including, as known, any specific individuals and their affiliations with whom the PSU Foreign Traveler(s) will be working while abroad:
3. A brief description of the work/research to be performed and/or the area of research/academic focus for any research/academic activities to be conducted abroad:
4. A list/description of any equipment, materials, software, records, files or data which will be taken abroad by the PSU Foreign Traveler(s):

In addition to the above, if known, please provide the following additional information:

5. For travel to international conferences, meetings or seminars, the name of the entity/institution or group sponsoring the event:
6. The dates of travel, including any personal travel dates/destinations which precede or follow the University related foreign travel activities: