

Temporary (TMP) Export License Exception Certification

Traveler:

Destination(s):

Dates of Travel:

The export of items, technology, commercial software, and encryption code is subject to export control regulations. License exception TMP (15 CFR 740.9) under the Export Administration Regulations (EAR) authorizes Wichita State University employees to export, re-export and transfer University owned items and software (“tools of trade”) for temporary use abroad. Tools of trade includes items such as instruments, equipment, software, laptops, technology, etc. that are needed for professional use, i.e. needed for use with the person’s occupation/employment.

Description of Items, Technology or Software to which this Certification applies:	
1.	
2.	
3.	

The use of this exception is subject to certain conditions; it **does not apply** to anything controlled under the Department of State’s International Traffic in Arms Regulations (ITAR).

By my signature below, I certify that:

- 1) I will ship or hand-carry the item(s) listed above to the destination(s) listed above to conduct WSU business only. (Tools of the trade may be shipped unaccompanied within one month before the traveler’s departure from the U.S., or at any time after departure.)
- 2) All items will remain under my “effective control” while abroad. (Effective control is defined as retaining physical possession of the item or securing it in place such as a hotel safe, a bonded warehouse or a locked or guarded facility.)
- 3) I will return the item(s) listed above back to the U.S. no later than 12 months from the date of departure from the U.S.
- 4) I will take adequate security precautions to protect against unauthorized release of the items listed above. (See International travel memo for specific guidance related to cybersecurity.)
- 5) I will not ship, or hand carry the item(s) listed above to Cuba, Iran, North Korea, Syria or the Crimea Region of the Ukraine without contacting the Research Compliance Office at WSU.

Traveler’s Signature & Date: _____

Keep a signed copy of this form with you when traveling abroad and send a copy to the WSU Research Compliance at compliance@wichita.edu prior to departure.