



## Department of Commerce License Exceptions For Travel Outside the United States

Traveling outside the United States can present export control issues for University of Alaska Anchorage (UAA) employees. The export of tangible items (such as blueprints and schematics) and commercial software and encryption code commonly found on laptops, tablets and phones is subject to export control regulations. However, the Export Administration Regulations (EAR) provide two exceptions to license requirements when the tangible export of items and software containing encryption code is necessary for travel or relocation

1. Export License Exception TMP (Temporary Exports) allows those leaving the U.S. on university business to take family-owned or controlled software, technology and retail level encryption items such as laptops, tablets and cell phones to all countries other than Iran, Syria, Cuba, North Korea or Sudan, so long as the items and software will remain under their control while they are abroad and will be returned to the U.S. within 12 months or destroyed abroad within a one year period. This exception does not apply to the export of: (a) controlled satellite or space-related equipment, components or software; (b) technology associated with high level encryption products; and (c) technology associated with high level encryption products.
2. Export License Exception BAG (Baggage) allows those leaving the U.S. either temporarily (i.e., traveling) or longer term (i.e., moving) to take with them as personal baggage family-owned software and retail level encryption items including laptops, tablets and cell phones so long as the items and software are for their personal or professional use. Individuals leaving the U.S. temporarily must bring back the items and software they exported under this license exception unless the items are destroyed abroad.

Before taking any items or software abroad using this exception, you will need to file a certification to document this license exception. The Export License Exception TMP and BAG Certification form is attached. Both forms need to be filled out, should one not apply mark N/A in the Items Box.

EXPORT LICENSE EXCEPTION (TMP) CERTIFICATION

To:

By my signature below, I certify that:

1. I am shipping or handing over to the University of Alaska Anchorage business only;
2. I will return the items, technology, or software to the U.S. no later than 12 months from the date I leave the U.S. unless the items, technology, or software are certified by me to have been destroyed abroad during this 12 month period;
3. I will retain physical possession of the items or keep them in a secure environment such as a hotel safe or a locked or guarded facility;
4. I will protect against unauthorized release of the technology while the technology is being shipped or transmitted and used abroad by using
  - a. secure connections when accessing e-mail and conducting business activities that involve the transmission and use of the technology,
  - b. password systems on electronic devices that store technology, and
  - c. personal firewalls on electronic devices that store the technology
5. I will not ship or take the items, technology or software to Iran, Syria, Cuba, North Korea, or Sudan without consulting the UAA RGS;
6. I will not take any technology associated with high level encryption products, e.g. the encryption code contained in the items or software I am shipping or taking is limited to that found in retail items, for example, laptops with commercial software such as Microsoft Windows, Mac OS.
7. I will remove any export controlled information, technical data, and software from the items I have listed above prior to leaving the U.S.

If you are able to make all of the above certifications and your equipment and software (i) do not contain ITAR-listed software or technical data; (ii) are not designed for use in/with/by satellites or spacecraft, or (iii) are otherwise not regulated as an U.S. Munitions List defense article, then your shipment, retransfer or hand carry is eligible for shipment under License Exception TMP. If you believe you do not or cannot meet the terms of this exception, please contact the UAA RGS for guidance by emailing [uaa\\_rgs@alaska.edu](mailto:uaa_rgs@alaska.edu)

Signed \_\_\_\_\_ Dated: \_\_\_\_\_

Keep a signed copy of this certification with you when traveling abroad. Return a signed copy to [uaa\\_rgs@alaska.edu](mailto:uaa_rgs@alaska.edu) for approval by the UAA RGS prior to your departure to your destination.

For Internal Use Only	
Received by [ ] __/__/__	Reviewed by JAA (' & & __/__/__ Signature: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	

## EXPORT LICENSE EXCEPTION (BAG) CERTIFICATION

To: University of Alaska Anchorage Export Control Officer  
From: \_\_\_\_\_  
Submission Date: \_\_\_\_\_  
Destination Countries: \_\_\_\_\_  
Dates of Travel: \_\_\_\_\_

The BAG Certification form must be completed by UAA personnel going abroad to ensure that they are complying with the EAR. The export of items, technology (this includes laptops, tablets, cell phones and digital storage devices, such as flash drives), commercial software, and encryption code is subject to export control regulations. However, the Export Administration Regulations (EAR) make an exception to licensing requirements for the temporary export or reexport of certain items, technology, or software for personal or professional use as long as the criteria to which 25 CFR 125.003(a)(5)(e)-2.995(c)-1.997(export) apply.

