

Thank you for contacting me about traveling abroad on University business. Before you leave the US, I would like to encourage you to review information about the country you are traveling to that is available on the U. S. Department of State's Travel website on [International Travel](#).

Through this website, you can sign up to receive free travel information through their [Smart Traveler Enrollment Program](#). When you sign up, you will automatically receive the latest travel updates and the most current information compiled about the country where you will be traveling. You will also receive updates, including [Travel Warnings](#) and [Travel Alerts](#) (where appropriate). You only need to sign up once, and then you can add and delete trips from your account based on your current travel plans!

If your travel is for official University business such as research or attending a conference and you plan to take university-owned electronic property or equipment, please complete and send to me by return email both pages of the form titled "Attachment 2" (see attached document). Once reviewed by this office and sign, this document ("Attachment 2") is considered a Temporary Export License and is valid for 1 year from date signed.

Travel Tips:

- Any electronic devices that are property of UNC Charlotte need to be in your possession at all times. Hotel rooms and rental cars are not considered secure places.
- Please make sure that the electronic devices do not contain any proprietary university information and that any information about your research is strongly protected.
- If you are a presenter at a conference, consider putting your presentation on a memory stick or a CD and disposing of that hardware at the conference. This will help you minimize the possibility of downloading any viruses to your own electronic devices or infecting the University's network upon your return to work.
- If a University-owned electronic device is stolen, please file a police report in the country you are visiting and bring a copy of it back to your department. They will need this documentation to follow up with UNCC campus police before a replacement can be purchased and/or shipped to you.

If you have any questions, concerns or require additional assistance or information, please let me know.

John

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