

**Tools of the Trade: Traveler Certification Letter**

**Missouri State employees and students traveling abroad with Missouri State electronic assets**

**(laptops, tablets, phones)**

**Instructions:** Review, complete, and sign this letter. Send a scan to the Missouri State Office of Research Administration (ORA; researchadministration@missouristate.edu) and carry one copy with luggage to present to Customs if requested or in the event of a search.

**Background:** Once you depart the US, regardless of your mode of travel, all hand-carried items are considered to have been “exported” from the US and subject to US export regulations. Travelers are personally responsible for ensuring that the items and data they are carrying are legally exported to their travel destination. The Department of Commerce’s Export Administration Regulations (EAR) makes an exception to licensing requirements ([15 CFR 740.9](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?type=simple;c=ecfr;cc=ecfr;sid=01cc71956352992e5bf00a7ba8d45f34;idno=15;region=DIV1;q1=740.9;rgn=div8;view=text;node=15%3A2.1.3.4.25.0.1.9)) for the temporary export or reexport of certain items, technology, or software for professional use as long as the criteria to which you are certifying below are met. Please contact the ORA with any questions.

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| --- | --- |
| **Items Eligible for TMP Exemption** | **Items NOT Eligible for Exemption**  |
| Tools of the trade: Missouri State-owned\* laptops, tablets, smart-phones and other electronic storage media necessary and related to the purpose of the travels.  | Items, technology, data, or software designed for military or dual-use purposes. Satellite or space-related equipment, components, or software, or any technology associated with high-level encryption products.  |

\*Personal electronics may be eligible for “BAG” exemption (See [15 CFR 740.14](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?type=simple;c=ecfr;cc=ecfr;sid=d1cf77abfccf8c000bc7bcdc195c055a;idno=15;region=DIV1;q1=740.9;rgn=div8;view=text;node=15%3A2.1.3.4.25.0.1.14) for details).

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**To: US Customs and Border Protection**

This letter is to certify that I am hand-carrying the hardware identified below for official Missouri State business purposes, in accordance with 15 CFR 740.9 “TMP” exemption to [insert destination country].

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| **Item Description and Model** | **Missouri State Asset Tag or Serial Number**  |
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|  |  |

By my signature below, I certify that:

1. I will return the items, technology, or software to the US on [*insert return date*] which is no later than 12 months from the date of leaving the US unless the items, technology, or software are certified by me to have been consumed or destroyed abroad during this 12 month period;
2. I will keep the items, technology, or software under my “effective control” while abroad (defined as retaining physical possession of item or keeping it secured in a place such as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility);
3. No “controlled technical data” are stored on the items that I am carrying (defined as data required for the design, fabrication, operation, or maintenance of military or dual-use technology, and, not in the public domain or otherwise exempt from licensing requirements).
4. I will take security precautions to protect against inadvertent release of the controlled technical data while traveling such as use of password systems and use of secure connections when accessing e-mail and other business activities that could potentially involve the receipt of controlled technical data.
5. I will not ship or hand-carry the items, technology or software to Iran, Syria, Cuba, North Korea, or Sudan.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [*Type Name of MSU Traveler*]