COMPLETE AN INTERNATIONAL TRANSPORT OF ASSETS REQUEST

U.S. export laws require that certain items have an export license in order to be shipped or taken to certain countries. These laws even apply to University-owned laptops. To verify if an export license is required to take or ship a specific piece of University-owned equipment to a foreign country, please submit a foreign travel request as soon as you are aware that an item needs to be taken or shipped outside the United States. Upon receipt of the foreign travel request, Asset Management will check to see if a license is required to take or ship the item to the requested country.

If no license is required, the traveler will be notified by e-mail that it is okay to take the item. If it appears a license is required, the traveler or shipper will be directed to contact the Division of Sponsored Research for further instructions. Travelers are advised to keep a copy of the foreign travel approval with them when traveling.

There are no security roles required. The traveler may enter the foreign travel request by going directly to Asset Management's website and completing the short form, or they may ask their department property contact or custodian to submit it on their behalf.

NAVIGATION

Log into **myAssets** at at **myassets.fa.ufl.edu**.

1. In the left hand navigation menu, select **Requests**.
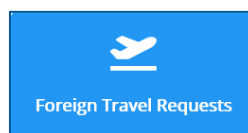
2. Click **Foreign Travel**.

3. Click the **Start New Request** button.

   The External User Portal will open.

4. Click the **Foreign Travel Requests** button.

   The External User Portal will open.

   Please enter all details about this request as outlined below.

   Please note that this request can include multiple trips/shipments in one year.

5. Type the traveler's **UFID** or **Last Name, First Name** into the Search by UFID or Last, First field.

6. Wait for the drop down menu to appear and then click to select the **traveler's information**.

7. Select the type of travel, either **Business** or **Personal**. Always select **Business** if any portion of your travel is UF-related.

8. If you have a **Travel Authorization Number,** enter it on this page in the appropriate field.

9. Under Destinations, in the **Countries** field, enter in all countries the item will be going to. Once a country is selected it will appear to the right in orange. You may click the "X" next to the orange country box if you wish to deselect it.

10. In the **Purpose** field, please provide a brief description regarding the purpose of the travel/shipment.

11. Now click the **Continue** button to proceed to the next page.

10. On the next page, for the **Travel Dates**, click the calendar icon to open the Travel/Ship dates calendar and select the **Travel Start** and **Travel End** dates.

11. Will the item(s) remain outside of the U.S. for more than 365 days? Select the appropriate radio button to indicate your answer and click the **Continue** button to proceed to the next page.

12. Assets that are already assigned to you as a user will appear on this page. Select all appropriate assets that will be traveling by checking the box next to the asset. If none of the assets listed are traveling, leave the box unchecked.

13. If the asset that is traveling is not listed here, click the orange **Search for an Existing Asset** or blue **Register a New Asset** button. For the **Search for an Existing Asset** button, you will type in the tag number, serial number, description or user and wait for the drop down menu to appear. Then select the appropriate asset from the drop down menu. For the **Register a New Asset** button, you will type in a description of the asset and the serial number. Your department contact will create a new decal for the asset which must be affixed to the asset before travel.

14. Answer all of the **Asset Questions** by selecting the appropriate radio button to indicate your answer.

15. Type in any additional notes about your travel in the **Notes** box.

16. Click **Submit** button.

ADDITIONAL HELP

For further assistance, please e-mail property@ufl.edu, call Asset Management Services at 352-392-2556, or visit the Asset Management website.