COMPLETE AN INTERNATIONAL TRANSPORT OF ASSETS REQUEST

U.S. export laws require 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 no 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.

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.

5. Will the traveler be permanently exporting any item (item will remain in country for more than 12 months or remain permanently) or will the item be out of your effective control (hotel safe, locked facility, etc.) at any time? Select the appropriate radio button to indicate your answer.

6. Type the traveler’s UFID into the Search by Name or UFID text field.
7. Click to select the traveler’s information.
8. If another entity or non-UF personnel will be using the item, check the box.
9. Click the calendar icon to open the Travel/Ship dates calendar and select the beginning date.
10. Click the calendar icon to open the Travel/Ship dates calendar and select the ending date.

11. The Number of Assets default is set to 1. If you need to adjust the number, do so in click the +.

12. Enter the tag (decal) number in the *Tag field. 
   If it starts with 4910, you may skip these numbers and enter the letters/numbers that follow.

13. myAssets will auto populate the item’s complete tag number and description. Select the appropriate asset.
   If a tag does not exist, check the ND box. Make sure to enter the description and serial number in the text fields.

14. Use the scrollbar to find and select the country or countries of travel.
   You may select several countries at once by holding down the CTRL key while clicking on each country.

15. Enter any pertinent notes in the Notes field. Keep foreign travel and information security in mind.
   If the equipment contains encrypted or specialized information, make a note here.

16. Click Submit Request.

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.