

COMPLETING A FOREIGN TRAVEL 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

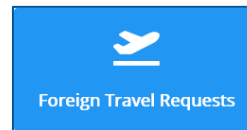
Log into myAssets.

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.

Please enter details about this request including all assets being taken, the countries being visited and the dates that equipment will be out of the country.

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

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 the Number of Assets field.
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**.
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](#).