



UNIVERSITY EXPORT COMPLIANCE OFFICE FORM
EXPORT LICENSE EXCEPTION (TMP) CERTIFICATION

Traveler's Name:

Traveler's College/Department:

Foreign Destination(s):

Purpose of Travel:

Dates of travel:

Instructions: This form may be used to document the use of the TMP license exception by University Persons to temporarily export (hand-carry or ship) University-owned items, commodities, technology (information), or software in order to conduct University Affiliated travel activities abroad, including the export of laptops, smart phones, other electronic media storage devices, basic research tools and equipment, research data, and software. This form is not a required document but is provided for the convenience of travelers and to assist travelers in customs clearance at the time of departure from or return to the U.S. Please be aware that this form is unlikely to satisfy foreign customs requirements for importation reviews, including claiming any exception to foreign tariff and/or duty payment obligations.

Please review the information below, complete all blank fields, and sign the certification on the back of this form. Please retain one (1) copy at the University or on a University electronic storage device or network and print one (1) copy to carry with your luggage to present to Customs if requested or in the event of a search.

For questions about this form or about traveling internationally with University-owned equipment, please feel free to contact the University Office of Export Compliance at export@psu.edu. More information about export compliance at Penn State is available online at export.psu.edu.

Background: The export of certain items, technology, commercial software, and encryption related items is subject to federal export control regulations, including standard commercially available items like laptops, smart phones, digital storage devices, research equipment, research commodities, items, and software that are commonly taken abroad as part of University employment related international travel activities. For commodities and software that are controlled under the Department of Commerce's [Export Administration Regulations \(EAR\)](#), an exception exists to any otherwise required, formal licensing requirements. This exception authorizes the temporary export or re-export of EAR controlled items, equipment, commodities, or software for professional use, without a license, provided certain criteria are met. The exception does not apply to any satellite or space-related equipment, components, or software, or to any technology associated with high-level encryption products. In addition, this exception does not apply to items, technology, data, or software regulated by the Department of State's [International Traffic in Arms Regulations \(ITAR\)](#).

Items Eligible for TMP Exception (15 CFR 740.9(a)(1), (3))	Items NOT Eligible for Exception
Tools of the trade: employer-owned laptops, tablets, smart-phones other electronic storage media, research equipment, and software that is necessary and related to the purpose of the travels, including commercial encryption. Technology (Information): regardless of media or format intended for use solely by U.S. persons and/or authorized foreign persons	Items, technology, data, or software designed for military or dual-use purposes (ITAR items). Satellite or space-related equipment, components, or software; or technology associated with high-level encryption products; or technology to be used for foreign production or technical assistance purposes.

*Personally owned items and software may be eligible for the baggage "BAG" exception (See [15 CFR 740.14](#) for details).

Attn: US Customs and Border Protection

This documentation and information is provided to certify that I am hand-carrying the identified University-owned items, commodities, technology (information), or software in order to conduct below for official Pennsylvania State University business purposes, in accordance with TMP License Exception (15 CFR 740.9), to the country/countries listed on the reverse.

	General Name of Items (Brand, Model, Title, etc.)	Identifying Information (Barcode, Serial #, UPC, etc.)	Detailed Description of Exported Items
1			
2			
3			
4			
5			
6			
7			

By my signature below, I certify that:

1. I will return the items, equipment, technology, or software to the U.S. within 12 months from the date of departure from 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, equipment, technology, or software under my "effective control" while abroad ("Effective control" means retaining physical possession of or keeping secured in a place such as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility).
3. I will take reasonable security precautions to protect against the unauthorized release of any technology or software while the technology/software is being shipped or transmitted and used abroad such as:
 - a. use of secure connections when accessing e-mail and other business activities that involve the transmission and use of the technology,
 - b. use of password systems on electronic devices that store technology, and
 - c. use of personal firewalls on electronic devices that store the technology;
4. **I will not ship or hand-carry the items, equipment, technology, or software listed under this exception to Cuba, Iran, North Korea, Sudan, or Syria.** For travel to any of these countries, I will contact the University Export Compliance Office for assistance with any temporary export needs.

Signed: _____

Date: _____