Proper Travel approval needs to be obtained prior to conducting international travel.
　　　Supervisor/Chair
　　　Fund Administrator
　　　Dean or designee
　　　Export Controls

Export Controls refers to any item, technology, or software that is sent from the United States to a foreign destination; this is not limited to items that are shipped. E-mail, phone conversations, letters, travel, or packages sent to/brought to foreign soil fall under the parameters of export control regulations.

　　　International Travel for University business must be reviewed by Export Controls.
　　　University equipment taken on personal travel should be reviewed.

Michael Reeves, Export Control Officer
314-977-5880
michael.reeves@health.slu.edu
https://www.slu.edu/compliance-ethics/export-controls.php

The following guidelines should be adhered to while traveling internationally with technology:

　　　Your laptop should be encrypted through ITS prior to international travel;
　　　It is recommended that you use a Virtual Private Network (VPN) while traveling internationally;
　　　Do not connect to any unsecured Wi-Fi hotspots;
　　　Secure your laptop or other mobile device with a strong password, OS Security Updates, anti-virus, and firewall software;
　　　Before you travel, back up your files;
　　　Keep devices under your control at all times; or use hotel safe when available;
　　　If you have additional questions about securing devices, contact

Avoid storing any personally identifiable information or sensitive research data on a device you intend to take on your trip unless it is essential for the purpose of your trip. Laptops are required to have encryption software installed, however if the device is lost, stolen, or otherwise compromised, you may never be able to recover the stored data.

Take only the information you need for presentation or business purposes. Back up your data and leave a copy in a secure location such as your office or on an appropriate University server directory.

Be cautious of unsolicited requests and questions about your research or other sensitive information.