

# INTERNATIONAL TRAVEL QUESTIONNAIRE

(For Vanderbilt Faculty and Staff Traveling in Support of Vanderbilt Related Activities or Business.)

Please complete and submit this questionnaire ten (10) business days before departure to:  
vec@vanderbilt.edu

Traveler's Name:					
Departure Date:		Return Date:		Any Personal Travel Days? (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phone Number:				Email Address:	
Department/Office:					
Assistant's Phone #:				Email Address:	
Assistant's Name:					
<b>List All Country(ies) of Travel:</b>					
Are you traveling to make a presentation, attend a meeting or conference, or otherwise interact with colleagues about any technology or scientific endeavors?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Purpose for Travel:					
Funding for Travel:					
List All Individuals Known to be Meeting With: <small>(Include their affiliated entities and country)</small>					
List All Vanderbilt Faculty or Staff Traveling With or Meeting You on This Trip:					
Will you be traveling with any export controlled (EAR or ITAR) information, equipment or items?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will these be in your "Effective Control"?*				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be bringing a laptop, cell phone, GPS, flash drive or any other electronic device? (Y/N)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will these items return within one year?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be taking any another equipment?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe.					
Will you be taking any controlled toxins or genetic elements of any toxins?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe.					
Will you be taking any controlled biologicals?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe.					
Will you be taking any controlled chemicals or chemical compounds?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe.					

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\*"Effective Control" means retaining physical possession of an item or maintaining it in a secure environment such as a hotel safe or a locked or guarded facility.