**Sample travel authorization letter to be signed by the PI and provided to the travelling Scholar, (along with the guidance re: what to do if you are detained by CBP)**

Use appropriate Department, Center, or Responsible Unit’s letterhead

Date

To <SCHOLAR>:

By this letter I confirm that:

(1) I have explained to you that the transport of items, technology, commercial software, and encryption code is subject to export control regulations (this includes laptops, PDAs, and digital storage devices), and you have signed the attestation in **Attachment A**;

(2) You are conducting research as a [indicate the role/title of the researcher] pursuant to [Name and description of research project/projects] for my lab/research group [include the name, address and contact info for the lab];

(3) As a [role/title] in my lab, you are authorized to access the research data, equipment, and/or materials (the “Research Materials”) related to this research, as described in **Attachment A** to this letter. I provide this authorization in my capacity as Principal Investigator and institutional custodian of the research data controlled by Harvard University, following consultation with the Export Control Administrator responsible for your research, who has advised that the Research Materials may be transferred out of the United States to any country except **Iran, Syria, Cuba, North Korea, or the Crimea region of Ukraine.**

Digital and paper-form research data in your possession are copies, the originals of which are retained in my lab/research group in accordance with institutional policies.

Sincerely,

PI Signature

Name, credentials

Title

**Attachment A: Traveler Attestation**

The export of items, technology, commercial software, and encryption code is subject to export control regulations (this includes laptops, PDAs and digital storage devices). The Department of Commerce’s Export Administration Regulations (EAR) makes an exception to licensing requirements for the temporary export or reexport of certain export-controlled items, technology, or software for professional use as long as the criteria to which you are certifying below are met. The **exception does not apply to any EAR 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).**

Detailed Description of Data, Items, Technology or Software being hand-carried or shipped:

|  |  |  |
| --- | --- | --- |
| Description | Export Classification | Export Authorization |
|  |  |  |

By my signature below, I certify that:

1. I will ship or hand-carry the items, technology, or software to [*insert country(s) traveling to*] as a “tool of the trade” to conduct Harvard University business only;
2. **I will return the items, technology, or software to the US on** [*insert return date*] **which is no later than 12 months from the date of leaving the US** unless the items, technology, or software are certified by me to have been consumed or destroyed abroad during this 12-month period;
3. I will keep the items, technology, or software under my “effective control” while abroad (defined as retaining physical possession of item or keeping it secured in a place such as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility);

4.   I will take security precautions to protect against unauthorized release of the technology while the technology is being shipped or transmitted and used abroad such as:

1. to the extent possible, use secure connections such as Harvard VPN when accessing e-mail and other business activities that involve the transmission and use of the technology,
2. use of password systems on electronic devices that store technology, and
3. use of personal firewalls on electronic devices that store the technology;
4. **I confirm that I have consulted with my School or Institute’s Export Control Administrator** regarding the shipment or hand-carry of these items, technology, or software.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature Date