



## EXPORT CONTROLS PROCEDURES

<b>Title: Registering International Travel</b>		
<b>Procedure #:</b> EC010	<b>Effective Date:</b> 05/21/2025	<b>Author:</b> Todd Wakeland
<p><b>Purpose</b></p> <p>The Southern Illinois University System (SIU-S) and the SIU Board of Trustees recognize that international travel needs and opportunities may arise as part of the teaching, outreach, and research activities of the university for both students and employees. In these cases, international travel advances the mission, values, and global engagement profile of the university, and provides experiences for the traveler, student, or instructor. A Board of Trustees policy was created to describe responsibilities of SIU-S and all of its international travelers and establishes processes to help ensure that legal and safety risks associated with university-related international travel are identified, acknowledged, and managed appropriately.</p> <p>Travel registration has a joint interest in that it provides the university with the information it needs to locate travelers and provide information or assistance in the event of a crisis or emergency. Additionally, it allows SIU-S Offices, such as the Export Controls Office, to ensure compliance with United States laws and regulations.</p> <p>The details of the policy can be found at <a href="https://siusystem.edu/board-of-trustees/legislation/board-legislation-policies.shtml#_ftn1">https://siusystem.edu/board-of-trustees/legislation/board-legislation-policies.shtml#_ftn1</a>.</p> <p>These procedures describe the details of how to carry out these responsibilities by SIU-S international travelers.</p> <p><b>Scope</b></p> <p>These procedures apply to SIU-S Related Travel and all members of the SIU-S community, including but not limited to, employees, tenure-and non-tenure-track faculty, lecturers, students(as defined below), postdoctoral fellows, postdoctoral scholars, and other postdoctoral personnel, independent researchers, visiting scholars, visiting scientists,</p>		

contractors, subcontractors, and volunteers and all other employees of the SIU-S System and the individual campuses.

The International Travel Registration Policy applies to all university-supported (by funds, time, or equipment) or university-related International Travel, including but not limited to International Travel for research, educational, co-curricular, or administrative purposes (with or without student participation), international study, exchange programs, and student group travel (of any duration and whether offered for credit or not). This policy applies regardless of whether the International Travel is undertaken by faculty, staff, or students, and regardless of whether organized by schools, departments, faculty, staff, student organizations, or students individually.

*Individual international* travelers are responsible for compliance with this International Travel Registration Policy when undertaking SIU-S Related Travel. As defined by the International Travel Registration Policy, **SIU-S Related Travel** is *individual faculty/staff travel funded by or supported through resources, such as employee time and grants while employed by SIU-S, research funded travel, conference attendance or presentations, field work, meetings, and any and all other travel with the purpose of representing SIU-S or an individual campus of SIU-S.* Non-SIU-S International Travel, which is not covered by this policy, is travel other than SIU-S International Travel and does not have to be registered.

#### **Required International Travel Registration**

All Individuals in the SIU-S community traveling abroad as part of SIU-S Related Travel are required to enter their travel information into the Terra Dotta International Travel Registry thirty (30) days before they depart. Exceptions to this thirty (30) day requirement will be considered on a case-by-case basis.

Whenever possible, SIU-S Travelers are expected to update the registration, including travel dates, destinations, and on-site contact information, if updated information becomes available.

Study Abroad travel will be handled separately. Travelers must enter the required travel information as directed by the Travel Abroad supervisors.

All individuals participating in the International Travel Registration should closely review information, alerts and warnings, and other guidance issued by the U.S. Department of State. Particular care should be taken for proposed travel to countries, specific regions, or cities which the U.S. Department of State has designated as Level 3.

For travel requests to Level 4 and embargoed countries, in addition to the below process, there will be an additional requirement in Terra Dotta to provide the extenuating circumstances and a detailed explanation as to why the trip should be approved. The SIU-S Export Control office will work with, as necessary, the SIU-S Office of General Counsel and

campus administration to make the determination of whether it is allowable. The traveler must obtain all the required approvals within Terra Dotta for the travel to be approved.

**Registering Travel in the Terra Dotta Travel Registry:**

The Travel Registry process does not change any required campus or departmental travel procedures. Before completing the registry process below, travelers should first obtain any necessary departmental approvals.

At least 30 days prior to departure for international travel, you must register your trip for approval by performing the following:

1. Go to the website for your campus:
  - a. SIUC - <https://travelregistry.siu.edu>
  - b. SIUE - <https://travelregistry.siu.edu>
  - c. SIUMED - <https://travelregistry.siu.edu>
2. Click SIU Login and login using your SIU network login username and password
3. Click "+Add New Trip"
4. In the "Create New Trip" window that opens, enter the required information (designated with a \*). Click Continue.
5. The Itinerary tab will open. Enter any known information.
  - a. Important: Click **Next** so that you can enter all required information in each tab. **NOTE:** If you click "Save and Finish", your trip will still have Action Required and will not be routed for approval
6. The Forms tab will open. Answer all of the Export Control Questions.
  - a. Click **Next**
7. The Essential Content tab will open.
  - a. Click to sign the Signature Forms
    - i. Risk Management Recommendations (All trips)
    - ii. Travel Approval Acknowledgement (All trips)
    - iii. Clean Laptop Acknowledgement (Only required for certain locations)
    - iv. TMP Certification (Only required for certain locations)
  - b. Click to view the Useful Content
  - c. Click **Save and Submit for Approval**
    - i. **NOTE: You must click "Submit"** in order for the approval request to be sent. The status will then change to Awaiting Approval. If the status says Approval Needed, you have not yet submitted it for approval.

8. The trip will then be routed to the designated administrative channels within Terra Dotta. Once all approvals are complete, you will receive an email notification.

**Questions or concerns related to registering international travel should be directed to the traveler's campus contact:**

- SIUC - Brenda Martin, Senior Export Control Officer at [bjmartin@siu.edu](mailto:bjmartin@siu.edu)
- SIUE – Todd Wakeland, Export Control Director at [twakela@siu.edu](mailto:twakela@siu.edu)
- SOM – Paige Cooper, Export Control Officer at [pcooper63@siumed.edu](mailto:pcooper63@siumed.edu)

Export Controls 05-21-2025