

URI INTERNATIONAL TRAVEL LAPTOP LOANER RESERVATION REQUEST FORM

August 11, 2022

Name:	URI ID No:	
Signature:	Department:	
Phone	Campus:	Cell:
Email		
Travel Authorization Number		
Travel Authorization Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> Pending
When do you need the laptop?	From:	To:
Device Requested	Dell Latitude <input type="checkbox"/>	MacBook Air <input type="checkbox"/>
Destination (list all countries including layover and flight transfer locations, add rows if needed)	1.	2.
	3.	4.
Travel Dates (add rows for each country)	Depart U.S.:	Return to U.S.:
(if applicable)	Arrive Country 1:	Depart Country 1:
	Arrive Country 2:	Depart Country 2:
Business Purpose of Travel	<input type="checkbox"/> Conference – Name:	
Source of Conference Travel Funds		
<input type="checkbox"/> Project or Contract Work	<input type="checkbox"/> Research Collaboration <input type="checkbox"/> Recruitment <input type="checkbox"/> Athletic	
Describe any Research Technology Items you're planning to bring with you:	<input type="checkbox"/> Software: _____	
	<input type="checkbox"/> Presentation: _____	
	<input type="checkbox"/> Research Equipment: _____	
	<input type="checkbox"/> Research Data: _____	
	<input type="checkbox"/> Other: _____	

Loaner devices must be reserved at least two weeks before your departure. To check availability and reserve a laptop, please complete this form and send to URI Information Technology (IT) helpdesk@uri.edu and to the Export Control Officer carolconnolly@uri.edu. If your TA is pending submit the form to hold your reservation. Your TA must be approved prior to release of the loaner laptop.

- **For assistance contact carolconnolly@uri.edu**
- Your request will be reviewed by IT and the URI Export Control Officer. There are a limited number of devices available.
- In case of conflict, priority will be given to individuals traveling to higher risk countries and/or those whose areas of research or technology pose higher risk of loss.
 - Higher Intellectual Property theft risk countries include Algeria, Argentina, Chile, China, Columbia, India, Indonesia, Kuwait, Russia, Ukraine and Venezuela, per the 2018 US Trade Representative's IP Watch List.
 - OFAC sanctioned countries (Cuba, Iran, North Korea, Syria and Sudan) are also high risk countries and travelers may need an export license to bring a laptop to any of these countries. Contact the Export Control Officer for assistance (Carol Connolly, 401 874-5467).
 - High risk research and technology areas include but are not limited to military and dual use technologies such as marine and undersea telecommunications, navigation/avionics, robotic, autonomous and remotely operated vehicles/drones, targeting and stealth, data networking and encryption, medical and pharmaceutical, manufacturing and prototyping, security (IT and physical), sensors and lasers, microorganisms, chemicals and satellite and spacecraft systems.
- If not approved for a loaner, the URI IT Service Desk may be able to assist you to prepare your laptop for your trip. Contact the URI Help Desk at 401 874-4357 for information.
- If you need additional space for any items, please add a page.