| | | |
|---|---|---|
| Name: | URI ID No: | |
| Signature: | Department: | |
| Phone | Campus: | Cell: |
| Email | | |
| Travel Authorization Number | | |
| Travel Authorization Approved? | ☐ Yes ☐ Pending | |
| When do you need the laptop? | From: To: | |
| Device Requested | Dell Latitude ☐ MacBook Air ☐ | |
| 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.: |
| | Arrive Country 1: | Depart Country 1: |
| (if applicable) | Arrive Country 2: | Depart Country 2: |
| | | |
| Business Purpose of Travel | ☐ Conference – Name: | |
| Source of Conference Travel Funds | | |
| ☐ Project or Contract Work | ☐ Research Collaboration  ☐ Recruitment  ☐ Athletic | |
| Describe any Research Technology Items you're planning to bring with you: | ☐ Software: _____ | |
| | ☐ Presentation: _____ | |
| | ☐ Research Equipment: _____ | |
| | ☐ Research Data: _____ | |
| | ☐ 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 ross_levine@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 ross_levine@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 (Ross Levine, 401 874-5343).
  - 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.