
Proper Travel approval needs to be obtained prior to conducting international travel.

Supervisor/Chair
Fund Administrator
Dean or designee
Export Controls

Export Controls refers to any item, technology, or software that is sent from the United States to a foreign destination; this is not limited to items that are shipped. E-mail, phone conversations, letters, travel, or packages sent to/brought to foreign soil fall under the parameters of export control regulations.

International Travel for University business must be reviewed by Export Controls.
University equipment taken on personal travel should be reviewed.

Michael Reeves, Export Control Officer

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<http://www.slu.edu/general-counsel-home/compliance/export-controls>

The following guidelines should be adhered to while traveling internationally with technology:

Your laptop should be encrypted through ITS prior to international travel;

It is recommended that you use a Virtual Private Network (VPN) while traveling internationally;

Do not connect to any unsecured Wi-Fi hotspots;

Secure your laptop or other mobile device with a strong password, OS Security Updates, anti-virus, anti-spyware and firewall software;

Before you travel, back up your files;

Keep devices under your control at all times; or use hotel safe when available;

If you have additional questions about securing devices, contact infosecurityteam@slu.edu;

If an incident occurs while travelling, immediately contact infosecurityteam@slu.edu.

As part of Saint Louis University's business travel accident program, University employees who work 32 hours a week or more and travel on University sponsored business may be entitled to international travel accident coverage for you, your spouse, and/or children traveling with you.

Please visit the Risk Management and Insurance International Travel page to download and print a copy of your AIG Benefits Travel Assist Card to take with you throughout your travel.

<https://www.slu.edu/busfin/departments/risk-management-and-insurance/international-travel>

