



Personal Foreign Travel Notification

Authority: Governor of Texas Executive Order GA-48, “Relating to the hardening of state government.” (November 19, 2024)

Purpose: The University of Texas at El Paso intends to be in compliance with Governor of Texas Executive Order No. GA-48.

Implications for individuals not providing information: Failure to report personal foreign travel may adversely affect the ability of the traveler to apply for U.S. federal funding and will be in violation of Governor of Texas Executive Order No. GA-48 and University of Texas at El Paso HOP Policy Section VII, Chapter 6.

Scope: This applies to all Texas state government employees who travel to any nation listed as a foreign adversary by the U.S. Department of Commerce under [15 C.F.R. 791.4](#).

The following information is due to Research Protections at least three (3) business days before travel.

Employee Name:

Email:

Department:

Date(s) of Travel (please include layovers):

Travel Destination(s) **(Please include all international layovers. If direct flights, please denote here.):**

If the traveler answers “yes” to any of the below questions, please utilize the remarks section to explain.

Questions

Yes No

1. Is the travel related to your institutional responsibilities at UTEP?

If yes, please provide the details in the remarks section.

2. Will you be traveling with any UTEP electronic equipment?

3. Will you be traveling with any proprietary information or export-controlled technologies\materials\data stored on any storage device or media?

If you answered “Yes” to questions 2 or 3, please answer the following question:

Have you completed and submitted the “*Certification of Temporary Export of UTEP Property and Review of U.S. Export Control Regulations*”?

4. Do you plan to meet with any member of a foreign government, military, foreign talent recruitment program, or educational institution during your travels?



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Remarks: Please provide details to any “Yes” responses above and/or provide relevant information on anything not already covered.

Please sign below and return this form to exportcontrol@utep.edu. If you answered “Yes” to any of the above questions, the Research Security Officer may contact you for additional details.

Traveler’s signature:_____

Date:_____

Supervisor’s Name:_____

Date:_____

Supervisor’s Signature:_____

Date:_____

Research Protections Acknowledgement

Name:_____

Signature:_____

Date:_____

Tracking number: