

FOREIGN TRAVEL DISCLOSURE FORM

Employee Name: _____

Instructions:

1. This form must be completed by employees traveling to any country on the U.S. Department of Commerce's foreign adversaries list under [15 C.F.R. § 791.4](#), currently including the People's Republic of China, including the Hong Kong Special Administrative Region (China); the Republic of Cuba (Cuba); the Islamic Republic of Iran (Iran); the Democratic People's Republic of Korea (North Korea); and the Russian Federation (Russia).
2. Part 1 of this disclosure form must be completed and signed prior to any travel to a country listed above.
3. Part 2 of this disclosure form must be completed and signed within 10 days of returning to work following travel to a country listed above.

Part 1: Pre-Travel Disclosure and Certifications

Country(ies) traveling to:

Anticipated dates of travel:

Purpose(s) of travel:

I certify that the information I have provided on this Foreign Travel Disclosure Form is accurate. I further certify that during my travel, I will comply with all relevant Texas State University travel and information security policies.

Employee Signature: _____ Date: _____

Submit completed Part 1 to travel@txstate.edu.

Part 2: Post-Travel Disclosure and Certifications

Country(ies) traveling to:

Anticipated dates of travel:

Purpose(s) of travel:

I certify that the information I have provided on this Foreign Travel Disclosure Form is complete and accurate. I further certify that during my travel, I complied with all relevant Texas State University travel and information security policies.

Employee Signature: _____ Date: _____

Submit completed Part 2 to travel@txstate.edu.