



**Traveling with Equipment / Technology Form**

Employee Name: \_\_\_\_\_

Destination(s): \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Purpose of Travel (Business or Personal): \_\_\_\_\_

If Business Travel, identify specific activities and contacts with any foreign colleagues or institutions:

List BNL owned Electronic Equipment that you will be traveling with:

Laptop    Cell Phone    Other: \_\_\_\_\_

BNL owned Laptop Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_ BNL Property ID: \_\_\_\_\_

BNL owned Cell phone Make: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ IMEI number: \_\_\_\_\_

Provide information on any other equipment that you will be traveling with and the BNL property ID number, if applicable: \_\_\_\_\_

\_\_\_\_\_

Provide information regarding any non-standard BNL encryption and/or VPN software that may be installed on your laptop, if applicable. If none, please state "none.": \_\_\_\_\_

\_\_\_\_\_

Are you taking any sensitive, proprietary, or confidential information with you or have any presentations that require export control review? \_\_\_\_\_

If yes, please provide details and attach a copy

Are you taking any Export Controlled Technology or Technical Data with you? \_\_\_\_\_

If yes, please provide details and attach a copy for EC review:

I hereby certify that the information provided in this document is true and correct to the best of my knowledge. I understand that it is my responsibility to promptly notify the Export Control Office of any changes to this information.

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Date