

**INTERNATIONAL PERSONAL TRAVEL PRE-TRIP NOTIFICATION**

In order to comply with Texas Governor Abbott’s Executive Order GA-48, this form must be completed and signed by Lamar Institute of Technology personnel traveling on personal time to countries deemed foreign adversaries on the U.S. Department of Commerce list under [**15 C.F.R. § 791.4**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Ft.e2ma.net%2Fclick%2Fywfbgm%2Figo6j1wb%2Fe5wu61c&data=05%7C02%7Cthousandjl%40lamar.edu%7Cc248365768c946d0492e08dd8d72990d%7C8cf8605bf7b2482486fb604423c32395%7C0%7C0%7C638822245689176181%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=dvO2TWl53%2F17Rvo0HId1V%2FK4SJepc%2BUciOOF2%2BsBIgk%3D&reserved=0).\*

This completed and signed form must be submitted to Human Resources no later than 10 business days prior to the start of the trip. Upon returning from the trip, the employee must submit the International Personal Travel *Post-Trip* Disclosure form.

Please review procedure **LIT.1.04.13** **Interactions with Foreign Adversaries** and the Governor’s Executive Order GA-48 prior to completing this form.

Submission of this form satisfies your pre-trip compliance with the GA-48 executive order. **It does not grant you authorization to travel or fulfill any other notification requirements set by the college or department.**

1. Employee’s Full name:
2. Date of Departure:
3. Date of Return:
4. Destination Country(ies):
5. Purpose(s) of travel:
* I have reviewed Procedure LIT.1.04.13 and the governor’s Executive Order GA-48.
* I will not take any college digital materials or devices on this trip.
* I understand that I must complete a post-travel disclosure form within 10 days of my return.
* I attest the above to be true and correct.

Employee Signature Date

Human Resources Signature Date

\*As of the effective date of this policy, foreign adversaries include 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); the Russian Federation (Russia); and Venezuelan politician Nicolás Maduro (Maduro Regime).