

## COLLEGE OF ARTS AND ARCHITECTURE

### International Travel and Mobile Devices

As travel abroad resumes, and with concurrent heightened geopolitical tensions, please be mindful that the University has guidelines pertaining to taking University-owned mobile devices on international trips. **Employees traveling internationally should plan for IT to conduct an export review of their University-owned devices prior to travel, and a scan for suspect software or malware after the employee returns to the United States. Both the export review and scan can be done remotely.**

The University has specific travel policies, [TR01](#) and [TR02](#), as well as guidelines on export control rules, which are found in [AD89](#) and are based on U.S. Government regulations. Additionally, [AD95](#) and [AD96](#) provide guidance around information privacy and security.

#### From TR02

All University employees must comply with U.S. laws and regulations when traveling internationally on University business, including all U.S. laws and regulations governing the export of controlled materials, software, technology, data and services. **It is recommended, therefore, that an export review be obtained prior to commencement of any international travel (professional OR personal) when you are taking University-owned mobile devices with you.** Failure to comply with any applicable U.S. Export Laws and Regulations may result in personal civil and/or criminal liabilities for the traveler, up to, and including, debarment, fines and/or imprisonment.

In addition to registering with the [travel safety network](#), it is strongly recommended that University employees planning international travel create an [IT request ticket](#) at least two weeks in advance with travel dates and destinations. This will alert our IT staff to scan the hardware and software to make sure the devices and licensing are appropriate for the travel destination(s). This can be done remotely, as long as the device is connected to the Penn State network.

Alternatively, IT can provision a loaner laptop for the traveler to take in lieu of bringing a personal device.

Upon return from international travel, IT staff will scan your device(s) to check if any suspect software or malware was acquired abroad. Depending on the travel destination, a complete reimage may be necessary. This should be completed prior to connecting to the Penn State network.

#### Travel Policies and Websites

- [AD89 University Export Compliance Policy](#)
- [TR01 International Travel Requirements](#)
- [TR02 Penn State Travel Policy](#)
- [Export Compliance | PSU Finance & Business](#)
- [Using 2Factor Authentication while Traveling](#)
- [ADG09 Export Compliance Definitions, Procedures and Implementation Guidelines](#)
- <https://travel.psu.edu/portable-device-security>
- [International Travel Information | Office of the Corporate Controller \(psu.edu\)](#)

#### Information Security Policies

- [AD95: Information Assurance and IT Security](#)

- [AD96: Acceptable Use of University Information Resources](#)