FSU | RESEARCH INTEGRITY, SECURITY & ETHICS
DIVISION OF RESEARCH

Loaner Laptop for International Travel
Reservation Request Form

Reservation #
For RISE use only.

This form must be completed by the traveler. Note that we may be unable to accommodate your request due to laptop availability. Laptops are not available for extended travel, sabbaticals, or as departmental replacements. The ***Loaner Laptop Program for International Travel*** program plan provides additional details about the Program.

- ***Laptops are available free of charge and on a first-come, first-served basis****. Submitting a request does not guarantee that a device will be available.*
- ***The length of checkout should not be longer than 30 calendar days****. If you must keep it longer, specify the reason in the Comments section of the Request Form.*
- ***You must complete and submit this Request no later than 10 business days prior to your departure date****. This is required to ensure that a device is available and its services can be successfully provisioned prior to your departure.*
- ***The laptop must be picked up within 2-3 business days prior to Travel Departure Date*** *or your reservation will be cancelled. Only the traveler will be allowed to pick up the laptop. Allow sufficient time for pickup due to the onboarding process that ITS requires.*
- ***The laptop must be returned within 5 business days of Travel Return Date****. Contact ITS to schedule a time to drop off the laptop.*

Traveler Name:	FSUID:	Department Name:
Campus Phone:	Cell Phone:	Email:
Concur Request ID:	Concur Request Approved? ☐ Yes ☐ Pending Your Concur Request must be approved prior to the release of the loaner laptop.	
Travel Departure Date:	Laptop Pick-up Date (must be within 2-3 business days prior to departure date):	
Travel Return Date:	Laptop Drop-off Date (must be within 5 business days of return date):	
Destination Country/Countries (list all countries including layover and flight transfer locations; add separate sheet if needed):	1.	2.
	3.	4.
Business Purpose of Travel: ☐ Conference ☐ Research/Research Collaboration ☐ Other; explain:		
Subject matter of presentation, meeting, conference, course, or research (*specifics required*):		
Device Requested: ☐ Windows Laptop ☐ MacOS Laptop		
Applications that you want ITS to install* on the laptop (other than what is described in the *Loaner Laptop Program for International Travel* program plan): *Only ITS can install software on the loaner laptop. When picking up the loaner laptop, the traveler must provide documentation of a valid license for any software titles not licensed by the University.		
Comments:		

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- Your request will be reviewed by the Office of Research, Integrity, Security and Ethics (RISE) and Information Technology Services (ITS).
- There are a limited number of devices available.
- In case of conflict, priority will be given to individuals traveling to higher risk countries and/or those whose areas of research or technology pose higher risk of loss:
    - Higher Intellectual Property theft risk countries include Algeria, Barbados, Bolivia, Brazil, Canada, Colombia, Dominican Republic, Ecuador, Egypt, Guatemala, Mexico, Pakistan, Paraguay, Peru, Thailand, Trinidad & Tobago, Turkey, Turkmenistan, Uzbekistan, and Vietnam. In addition, USTR announced an Out-of-Cycle Review of Bulgaria. (USTR 2022 Special 301 Report on Intellectual Property Protection and Enforcement)
    - OFAC sanctioned countries are also high risk countries and travelers may need an export license to take a laptop to any of these countries. Contact RISE for assistance at research-compliance@fsu.edu.
    - High risk research and technology areas include but are not limited to military and dual use technologies such as marine and undersea telecommunications, navigation/avionics, robotic, autonomous and remotely operated vehicles/drones, targeting and stealth, data networking and encryption, medical and pharmaceutical, manufacturing and prototyping, security (IT and physical), sensors and lasers, microorganisms, chemicals, and satellite and spacecraft systems.
- If you need additional space for any items, please add a page.

For assistance contact research-compliance@fsu.edu.

TRAVELER CERTIFICATION

By submitting this Request, you—the traveler—certify that you (1) have read the *Loaner Laptop Program for International Travel* program plan, (2) understand your responsibilities when using a loaner laptop, and (3) agree to abide by the terms of the Program.

Traveler Signature/Date

INSTITUTIONAL APPROVALS

RISE Approval	Laptop #:	Reservation Dates:

ITS Approval

CHECKOUT DATE:	TRAVELER SIGNATURE:
CHECKIN DATE:	TRAVELER SIGNATURE:

Upon return of the loaner laptop, ITS will store an electronic copy of this form for seven years from the date of return, or in accordance with FSU's record retention policy.