



Loaner Laptop for International Travel Reservation Request Form

Reservation # For ORCP 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.

Form with fields: 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, Travel Return Date, Laptop Drop-off Date, Destination Country/Countries, Business Purpose of Travel, Subject matter of presentation, Device Requested, Applications that you want ITS to install, Comments.



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- Your request will be reviewed by the Office of Research Compliance Programs (ORCP) 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.
OFAC sanctioned countries are also high risk countries and travelers may need an export license to take a laptop to any of these countries.
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

Table with columns for ORCP Approval, Laptop #, Reservation Dates, and ITS Approval.

Table with columns for CHECKOUT DATE, TRAVELER SIGNATURE, CHECKIN DATE, and 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.