Travel is crucial in conducting and promoting Institute business and research. When planning business travel, most employees find it necessary to carry a laptop to stay connected with their office, access the internet, or work on business documents. This brochure is designed to provide general and international travel tips to assist in protecting your laptop, your Institute data, and Institute proprietary information.

**General Travel Tips to Secure Your Data and Laptop**

Before traveling think about the following questions:

1. Do the files on your laptop contain student information, including student grades, comments on a student’s work, or any other non-directory information on a student?
2. Do the files on your laptop contain proprietary information, including unpublished research such as drafts of articles, in-progress projects, data sets, or third-party proprietary information?
3. Do the files on your laptop contain Institute data that can not be recovered if your computer is lost or stolen?
4. Do the files on your laptop contain foreign nationals?
5. Does your technology control plan (TCP) require that Institute personnel have specific written permissions to access, share, or disclose information?
6. Does your project contain technology, software, and equipment that are export controlled?

**International Travel Tips to Secure Your Data and Laptop**

International travel involves a project with foreign national restrictions, publication restrictions and/or a Technology Control Plan (TCP).

1. If any responses to the international travel questions on the GT Travel Authority Request (TAR) are “Yes”, fill out the GT Travel Authority Request (TAR) form carefully if you plan to travel with a laptop since you may be personally liable for violations of export control laws.
2. If your laptop is lost or stolen; or you suspect your laptop, PDA or other electronic equipment has been compromised; temporarily confiscated; tampered with; or if a suspicious incident and/or contact occurred during your travel, contact the GTRI Research Security Department.
3. When traveling abroad, you are required to keep mobile devices (laptop, PDA, cell phone, etc.) in your control at all times. Refer to www.access.gpo.gov/bis/ear/pdf/740.pdf, section 740.9.