Employee Travel:

Forms required when traveling abroad with additional items outside the scope of what a normal traveler might take on a trip.

1) Certificate of Registration
Frequently in the course of university business, our staff members travel abroad. In many cases they take more items than a typical traveler may carry (research equipment, cameras, and computers). It can be fairly easy to leave the country, but it can be very difficult, and sometimes impossible to get back in the country with all the items you left with if you haven’t done the proper paperwork prior to departure. Getting stuck at a Customs office without the proper paperwork is avoidable.

Because UW Madison is not a manufacturer of exported commodities and cannot produce a manufacturer’s certification of origin when goods are returned to the United States, U.S. Customs requires registration of all equipment prior to export. This is done using a “Certificate of Registration” form (Customs form 4455).

For any personal effects taken abroad, of an unusual nature that a normal traveler wouldn’t carry, the traveler can use “Certificate of Registration for Personal Effects Taken Abroad” form (CBP form 4457).

The Certificate of Registration also shows U.S. Customs that you had items such as, cameras, laptop computers, and tape recorders with you before leaving the United States and all items listed will be allowed back in the country duty-free (duty is a percent of the item value and can get very expensive).

Think of the Certificate of Registration as sort of a passport for your gear. You want complete detail, which sometimes doesn’t fit on the form (any serial numbers etc). Use the “International Shipping Summary” form to capture all additional information. Registration is not required if the goods will not return to the United States such as expendable personal effects, books, and papers that you plan to leave behind.

Three signed originals are needed:

- Two copies for U.S. Customs
- One copy for the traveler

Include the following information on the form:

- Department name, address, phone, fax and e-mail (use the title “The University of Wisconsin-Madison Department of _____”)
- Reference to any applicable attached list or shipping document.
- Name of UW Madison customs broker

Scarborough International – Chicago
1300 N Michael Drive
Ste B, Wood Dale, Illinois 60191
pcolligan@scarbrough-intl.com
Phone: (630) 595-3400
Fax: (630) 595-3430

UPS Supply Chain Solutions
490 Supreme Drive
Bensenville, IL 60106
ordchbdocdesk@ups.com
Phone: (630) 787-3089
or Melissa Madej 630-787-3152
Melissa.madej@ups.com

Forms:
2. Certificate of Registration (for items owned by the University): [http://forms.cbp.gov/pdf/CBP_Form_4455.pdf](http://forms.cbp.gov/pdf/CBP_Form_4455.pdf)
3. Shipping summary form for multiple items (attached).

During actual travel:
It is VERY important you go to the airport in good time, 3-3.5 hours before departure, so the U.S. Customs officer can inspect your cargo. Inspections by U.S. Customs may require complete unpacking and verification of all model/serial numbers listed on your itemized list of materials. Factor this into your connecting flight schedule.
Most likely the Customs officer will not be familiar with this form so s/he will have to call a supervisor in order for them to look at it, they might even say that you don’t need such a form, however for insurance purposes and to avoid problems or duty charges when you return - please insist that they sign off on it.

Note:
The above process only pertains when an individual is traveling outside of the country and taking items along with them. When shipping an item on a commercial carrier, contact the UW-Madison Purchasing Services office or Scarbrough International if you have questions or require assistance.

This document is posted on: http://www.bussvc.wisc.edu/acct/policy/travel/international.html

2) Export Licenses
The U.S. government regulates the export of many commodities to foreign countries for national security purposes. These regulations apply to hand-carried items as well as items shipped on commercial carriers. An export license may be required depending on the commodity being shipped and its destination. This export license is required prior to shipping the commodity abroad and must be identified on the shipping documentation for the commodity.

You should contact UW’s Export Control Office (exportcontrol@grad.wisc.edu) to determine if any items that you are shipping require an export license. In general, it takes approximately 2 months to submit and receive an approved license, so allow adequate time prior to your shipment.

It is recommended that you complete a commercial invoice (see next page) when hand-carrying research equipment or supplies overseas just as you would when shipping items on a freight carrier. This commercial invoice shall include the:

• Items being shipped
• Export control classification numbers (ECCNs)
• Export license number (if applicable)
• Destination Control Statement
• Values
• Harmonized Tariff Codes (HTC)

Examples of items that may need export licenses are military equipment or components; spaceflight equipment or components; electronic test equipment, pathogenic (biological) agents; encryption source code; modeling / simulation software (source code); and light, UV or IR detection equipment

Note: The federal government has many restrictions for traveling to Cuba, Iran, North Korea, Sudan and Syria. An export license may be required for most items you take with you to these countries beyond personal items.

Additional reference: http://www.grad.wisc.edu/research/policyrp/ec/index.htm

3) Shipper’s Export Declaration
The government requires that you submit Electronic Export Information (EEI) whenever the value of the work-related items that you are carrying is >$2500 for an individual harmonized tariff (Schedule B) code or whenever exporting an item that requires an export license. This must be submitted through the government’s Automated Export System (AES) at least 2 hours before your departure. The EEI requires that you identify the shipper, destination, travel itinerary and commodity information (description, value, HTCs). Contact your Customs Broker if you need assistance in completing the EEI filing.

4) Insurance
Travelers shall insure that any equipment valued at >$10,000 is insured through the State of Wisconsin’s Risk Management office. See http://www.doa.state.wi.us/category.asp?linkcatid=833&linkid=55&locid=2
**INTERNATIONAL SHIPMENT SUMMARY**

<table>
<thead>
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<th>SHIPPER:</th>
<th>ULTIMATE CONSIGNEE:</th>
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<tbody>
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Date: 
Shipping document (if applicable): 
UW Madison License # (if applicable): 
Export License # (if applicable): 

<table>
<thead>
<tr>
<th>Container Number</th>
<th>Container Dimensions</th>
<th>Container Weight</th>
<th>Description Of Contents (include Schedule B codes)</th>
<th>Serial # Of each item</th>
<th>UW Madison Dept name</th>
<th>Value Of each item</th>
<th>Origin</th>
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Total Number of Containers: _______ Total Weight:_______ Total Value (US $):___________

Destination Control Statement: These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to United States law is prohibited.

Authorizing Signature ________________________________________________

Title: __________________________________

Phone #: _______________________________
EMPLOYEE TRAVEL
Flowchart For Hand-Carrying Equipment

Work-related travel planned

Plan to hand-carry work-related equipment overseas?

Yes

Export license required?

Yes

Procure export license

No

No

No

No

Yes

Contact DOA for insurance

Yes

Value of shipment >$10K?

No

Complete commercial invoice

Yes

Value >$2500 per Harmonized Tariff Code?

No

File Electronic Export Information (EEI)

No

Complete Certificate of Registration

Hand-carry assessment complete

Have a safe trip!