

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 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 have not 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 would not 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 does not 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, Suite B
Wood Dale, Illinois 60191
pcolligan@scarborough-intl.com
Phone: (630) 595-3400
Fax: (630) 595-3430

UPS Supply Chain Solutions

490 Supreme Drive
Bensenville, IL 60106
ordchbdocdesk@ups.com
UPS International Support
Phone: 800-782-7892

Forms:

1. Certificate of Registration for Personal Affects (for items owned by the traveler):
<https://www.cbp.gov/document/forms/form-4457-certificate-registration-personal-effects-taken-abroad>
(Additional valuable travel information: <https://www.cbp.gov/travel>)
2. Certificate of Registration (for items owned by the University): <https://www.cbp.gov/document/forms/form-4455-certificate-registration#>
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:

This process is only for when the traveler is taking the items with them personally during travel. When shipping an item on a commercial carrier please contact the Purchasing Services office or Scarborough International for questions.

This document is posted: <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: <https://research.wisc.edu/compliance-policy/export-control/>

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 \geq \$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

SHIPPER:	
Name:	University of Wisconsin
Department:	
Address:	
City/State/Zip:	
Contact Person:	
Phone:	
e-mail:	

END USER / ULTIMATE CONSIGNEE:	
Name:	
Department:	
Address:	
City/State/Zip:	
Contact Person:	
Phone:	
e-mail:	

Date:
 Shipping document (if applicable):
 UW Madison License # (if applicable):
 Export License # (if applicable):

Container Number	Container Dimensions	Container Weight	Description Of Contents (include Schedule B codes)	Serial # Of each item	UW Madison Dept name	Value Of each item	Origin

Total Number of Containers: _____ Total Weight: _____ Total Value (US \$): _____

Destination Control Statement: These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

Authorizing Signature _____

Title: _____

Phone #: _____

EMPLOYEE TRAVEL
Flowchart for Hand-Carrying Equipment

