

International Travel Laptop Loan Program

Requirements:

- You must be a current employee at UTRGV to take advantage of this program.
- You must provide proof of travel when submitting this request.
- Any plans to travel on behalf of UTRGV to a high-risk country must be reviewed and approved by the Export Control Manager.

Support:

- The maximum loan period is three months unless otherwise approved.
- All loaned equipment, including associated peripherals and initially installed software, is the property of UTRGV Information Technology. You and your department are responsible for any damage or loss while the equipment is in your possession.
- For security reasons, the system will be erased when it is returned to UTRGV Information Technology. Upon return, do not connect the laptop to the UTRGV network, return it directly to IT. You are responsible for transferring all of your data to your own computer or storage device before the system is erased.
- Data is not backed up. UTRGV Information Technology is not responsible for lost data.
- For assistance before or during your trip, please submit a Service Request via ServiceNow or call the IT Service Desk at (956) 665-2020 In Edinburg or (956) 882-2020 in Brownsville/Harlingen.

Printed Name

Employee ID #

Department

Email Address

Departure Date

Return Date

iShop Travel Authorization Request #

Do you need any research data loaded to the laptop?

Yes

No

Export Control Manager Signature:

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For Information Technology staff use only:

Checked out by

Asset Tag Number: