International Travel Loaner Devices Program

EUV International Travel Loaner Devices Program:

- International travel poses security risks to research data stored on computers and mobile devices. To mitigate these risks, Emory University has established the International Travel Loaner Devices Program, which provides loaner laptops for travelers giving priority for travel to high-risk destinations.

- Devices are available at no charge to faculty, staff and student employees conducting Emory University-sponsored international travel. Costs, such as international data, voice, or text messaging; and lost, stolen or damaged equipment, are the responsibility of the borrower and their department.

- **Rate:** There is no cost to borrow a laptop. However, travelers are responsible for any damage or loss to the laptop or peripheral items.

High-Risk Destinations:

- More focused on destinations with travel advisory level 3 and level 4 (Ex. China, Afghanistan, Egypt, Colombia, etc.). More information can be found below:

    - https://ofac.treasury.gov/sanctions-programs-and-country-information

    - https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/

Availability:

- Loaner devices are highly recommended for international travel and are available on a first-come, first-served basis with priority for international travel to high-risk destinations.

- Devices may be borrowed for up to 30 days.

- Devices are not available for extended travel over 30 days, sabbaticals, or as departmental loaners.

- Devices can be reserved up to 10 business days before departure but no less than 3 business days before pickup date.

- Traveler should contact Emory's Export Control Office exportcontrol@emory.edu at least two days in advance of international travel for an export controls review and the possible need for export documentation.

Equipment Request:

- **Sensitive Data**: To comply with the University's security policy, as well as with Federal export and privacy laws, travelers should not copy or download any sensitive data or information onto the hard drive.

- [Submit a Request to your local IT tech](#) - Please have the following information ready when you make a request:
  - Destination Country
  - Departure Date
  - Return Date
  - If Computer is required and type (Dell or Mac)
  - Best contact number
  - Speedtype (used to replace damaged/stolen*/lost devices)

Please Note: You must submit a Loaner Device Request *no later than 10 business days prior to your departure date.* Loaner devices are available on a first come first serve basis.

Local IT Supported / OIT Client Services Managed:

- **Devices**
  - Dell Latitude 14 inch
  - MacBook Pro 14 inch

- **Accessories**
  - Laptop carrying case
  - Power supply/cable
  - International power adapter (for laptop/cellphone use only)

Travelers will not be able to modify device settings or install new apps. Devices have been configured to provide access to email, internet, and select software only. Loaner devices are not intended to replace daily-use devices.

Laptop Software:

- Updated Windows or Mac OS
- Browsers - Firefox / Chrome / Edge / Safari
- Microsoft 365 and all associated applications will be available via web access only
- OneDrive Recommendation (needed for file access)
- OIT CrowdStrike
- OIT MECM / JAMF
- OIT Tenable
- No VPN access (client or web) - cannot connect to local Emory network resources (home folders, departmental shares, printers, remote desktop, etc.)
- USB Ports will be deactivated

Equipment Return:

- Email notification from ServiceNow with return information will be provided to Local IT Tech and Traveler

- Local IT Tech will retrieve device(s) from Traveler and return to OIT Client Services within 5 business days after Traveler return date

- After processing, the Local IT Tech and Traveler will receive an email receipt of the returned equipment

- More details on the International Travel Loaner Devices Program:

  - https://it.emory.edu/catalog/computer-and-software/international-travel-loaner-devices-program.html

- Additional Travel Resources:

  - https://rcra.emory.edu/research-security/index.html

Questions?