

International Shipping of Parcels

Effective: June 29, 2020

Contact: [Office of Research Ethics](#)

Introduction

Federal law requires that international shipping comply with export and federal trade regulations. This policy governs the shipping of parcels outside of the United States and reimbursement of international shipping expenses.

Definitions

- **Agency Account:** Accounts where monies are held by the university but are owned by another party (i.e., FD07 Agency Unrestricted Funds).
- **Covered Employee:** Covered employees, for the purposes of this policy, include all persons carrying out duties, whether paid or unpaid, on behalf of the university.
- **Parcel:** Mail piece for shipment that is not a postcard, letter, or flat (large envelope).

Policy Statement

To help ensure that those shipping items internationally do not experience customs delays, seizure of goods, or inadvertent violation of export or trade laws, all parcels shipped outside of the United States by a covered employee and/or paid using an agency account must be coordinated with Postal and Parcel Services and receive prior approval from the Office of Research Ethics.

Charges for international shipments of parcels not coordinated with Postal and Parcel Services or without prior approval from the Office of Research Ethics are unallowable and, therefore, ineligible for reimbursement.

All covered employees and those using an agency account to pay for a shipment are required to comply with this policy and the instructions on the complementary **International Shipping Procedures and Review Form** (see Resources below).

Documents related to admission, employment, or visas are not subject to this policy.

Resources

Links

- [Export Controls, Iowa State University](#)
- [Postal and Parcel Services](#)
- [Foreign Trade Regulations, 15 CFR 30](#)
- [Export Administration Regulations, 15 CFR 730-774](#)
- [International Traffic in Arms Regulations, 22 CFR 120](#)

Files

- [International Shipping Procedures and Review Form](#)