

# Foreign Travel Reporting Form

In accordance with 32 CFR 117 NISPOM and SEAD 3 Reporting Requirements, you are required to provide details of your upcoming foreign travel PRIOR TO YOUR TRAVEL. The Security Team will make the appropriate report in DISS and will retain a copy of the form in your security file. This information is necessary to evaluate your request for foreign travel and not be used for any other purpose. This form does not supersede your customer reporting requirements. If you have SCI access, you must report this in accordance with the contract and government sponsor. For more travel information including advisories about the place(s) you plan to visit go to [travel.state.gov](https://travel.state.gov)

For proper reporting please provide the following:

## PERSONAL INFORMATION

Company/Contract: \_\_\_\_\_ Full Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Passport Type: \_\_\_\_\_ Issuing Country: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

## INTINERARY – TRAVEL INFORMATION

Reason for Travel (CHECK all that apply)

i.e. Foreign Relationship Visit; NGO Missionary Service; Official Trip for Non-DoD Purposes; Official Trip for DoD Purposes; Vacation

Foreign Relationship Visit  Official Trip for Non-DoD Purposes  Tourism

NGO Missionary Service  Official Trip for DoD Purposes  Other

Departure date from US: \_\_\_\_\_ Return date to US: \_\_\_\_\_

List departure/return location if other than the U.S.: \_\_\_\_\_

**INTINERARY – TRAVEL INFORMATION CONT.**

TRAVEL INFORMATION #1			
<b>Country Visiting:</b>	<b>Mode of Travel:</b>		
<b>Carrier/Trip #:</b>	<input type="checkbox"/> Air	<input type="checkbox"/> Sea	<input type="checkbox"/> Auto
<b>Date Entered:</b>	<input type="checkbox"/> Train	<input type="checkbox"/> Walking	<input type="checkbox"/> Other:
<b>Exit Date:</b>			

TRAVEL INFORMATION #2			
<b>Country Visiting:</b>	<b>Mode of Travel:</b>		
<b>Carrier/Trip #:</b>	<input type="checkbox"/> Air	<input type="checkbox"/> Sea	<input type="checkbox"/> Auto
<b>Date Entered:</b>	<input type="checkbox"/> Train	<input type="checkbox"/> Walking	<input type="checkbox"/> Other:
<b>Exit Date:</b>			

TRAVEL INFORMATION #3			
<b>Country Visiting:</b>	<b>Mode of Travel:</b>		
<b>Carrier/Trip #:</b>	<input type="checkbox"/> Air	<input type="checkbox"/> Sea	<input type="checkbox"/> Auto
<b>Date Entered:</b>	<input type="checkbox"/> Train	<input type="checkbox"/> Walking	<input type="checkbox"/> Other:
<b>Exit Date:</b>			

TRAVEL INFORMATION #4			
<b>Country Visiting:</b>	<b>Mode of Travel:</b>		
<b>Carrier/Trip #:</b>	<input type="checkbox"/> Air	<input type="checkbox"/> Sea	<input type="checkbox"/> Auto
<b>Date Entered:</b>	<input type="checkbox"/> Train	<input type="checkbox"/> Walking	<input type="checkbox"/> Other:
<b>Exit Date:</b>			

Check here if you have more Travel Information, and enter the additional information in the comments section on Page 5.

Day trips that require you to cross the US Border into Canada or Mexico must be reported.  
Border crossing and/or changes to your itinerary are discouraged. Any deviations from your itinerary need to be reported as a part of your debrief report.  
Travel of Puerto Rico, Guam, or any other US Possessions/Territories is not considered foreign travel and does not need to be reported.

**ACCOMMODATION/LODGING:**

ACCOMMODATION/LODGING INFORMATION #1	
Country Visiting:	Address:
Name of Place You Are Staying:	Phone:

ACCOMMODATION/LODGING INFORMATION #2	
Country Visiting:	Address:
Name of Place You Are Staying:	Phone:

ACCOMMODATION/LODGING INFORMATION #3	
Country Visiting:	Address:
Name of Place You Are Staying:	Phone:

ACCOMMODATION/LODGING INFORMATION #4	
Country Visiting:	Address:
Name of Place You Are Staying:	Phone:

Check here if you have more Accommodation/Lodging Information, and enter the additional information in the comments section on Page 5.

Day trips that require you to cross the US Border into Canada or Mexico must be reported.  
Border crossing and/or changes to your itinerary are discouraged. Any deviations from your itinerary need to be reported as a part of your debrief report.  
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Please answer these questions and provide details for any question that you have marked YES

1. Have you notified your supervisor that you are traveling out of the country? YES  NO

If yes, what date was this notification made? \_\_\_\_\_

2. If you are planning to take your work computer with you while traveling, have you gotten received approval from Akima IT and/or your government customer? YES  NO

If you have gotten **written approval** from your government customer, please provide a copy of that approval to your supervisor for his/her record.

Obtain Akima management approval to work remotely using a company laptop or other device in two steps:

1. Contact your company general manager or Shared Services lead for approval.
  - Employees who work for a government customer must work with their company leadership to also obtain approval from their customer. If you have gotten written approval from your government customer, provide a copy of that approval to your supervisor for their record.
  - Give a minimum of 21 days’ notice—emergency circumstances will be processed as needed.
2. Contact your company general manager or Shared Services lead for approval.
  - Log into [helpdesk.akima.com](https://helpdesk.akima.com)
  - Select ‘Travel’ from the service category
  - Enter the required information.

IT, Legal, Security, and HR will ensure your device has the appropriate security measures and you have taken any required training **before** your departure.

3. Are you planning to make contacts with foreign governments, companies, or citizens while on your trip? If you have more information, log it in the additional comments on page 5 YES  NO

INFORMATION	
Foreign Government and/or Company Name or Individual:	Address:
Reason for contact :	Citizenship:

INFORMATION	
Foreign Government and/or Company Name or Individual:	Address:
Reason for contact :	Citizenship:

4. Emergency Point of Contact – This domestic POC will not be traveling with you:

CONTACT INFORMATION	
Name:	Phone:
Relationship:	Is this person aware of your employment? YES <input type="checkbox"/> NO <input type="checkbox"/>

5. Additional comments (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Submitted

**Security Review**

Security Acknowledged by:
Date Acknowledged/Received:
Date Entered Into DISS: