



Official Foreign Travel Notification

The Department of Defense contractual agreements require that all personnel who hold access to classified information report foreign travel outside of the United States. Travel outside of the U.S. should be reported 30 days prior to the start of travel, or as soon as you know that you will be traveling.

Knowledge of your whereabouts is a precaution for personal protection and a guide in locating you. Your itinerary should be adhered to as closely as is reasonable. If major changes are made or if your estimated return date is extended by 24 hours or more, please make an effort to notify your contact person and your supervisor.

Name (First, MI, Last): _____

Cognizant Agency/Organization: _____

Supervisor: _____ **Telephone:** _____

Purpose for Travel: _____

Location of Departure: _____ **Date:** _____

Location of Re-entry to US: _____ **Date:** _____

Itinerary: If visiting more than one foreign country, list countries in scheduled order of visit.

Dates <i>Arrival – Departure</i>	Country <i>City, Country</i>	Carrier <i>Delta, Southwest, etc.</i>	Length of Time <i>Number of Days</i>

Signature of Traveler: _____ **Date:** _____