



*Office of Research Security Compliance*

**Notification of Foreign Travel**

Employee Name: \_\_\_\_\_

Date leaving the U.S.: \_\_\_\_\_

Date returning to the U.S.: \_\_\_\_\_

Nature of travel (business, personal, volunteer activities, etc.): \_\_\_\_\_

Description of travel (meeting, conference, vacation, visit friends or family, etc.): \_\_\_\_\_

Names of and relationship to other travelers (coworkers, spouse, other relatives, friends, etc.): \_\_\_\_\_

Name of and relationship to individual who booked your travel (self, administrative assistant, travel agent, spouse, etc.): \_\_\_\_\_

Where will you be staying (hotel, cruise ship, home of relative or friend, etc.)? If staying in a hotel or on a cruise ship, please list the name of the hotel or cruise line: \_\_\_\_\_

How will you be traveling (plane, cruise ship, driving to Canada or Mexico, etc.)? Please provide as much information as possible (airline, flight number, etc.): \_\_\_\_\_

Please list the requested information for an emergency contact that knows your travel plans and is **not** traveling with you:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Notification of Foreign Travel**

Destination Country	Destination City	Date of Arrival	Date of Departure

Additional Details:

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\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
FSO / Designee's Printed Name

\_\_\_\_\_  
Employee's Signature & Date

\_\_\_\_\_  
FSO / Designee's Signature & Date