

SAIC Pre-Foreign Travel Form

All content on this form should remain UNCLASSIFIED

DoD and IC contractual requirements state that all SAIC personnel who hold any type of security clearance must report foreign travel. Travel outside of the U.S. should be reported 30 days in advance.

The SAIC Office of Security encourages all employees to report foreign travel regardless of clearance held.

Personal Information			
Reason for Travel: <input type="checkbox"/> Business / Program Required <input type="checkbox"/> Personal / Vacation			
Last Name:	First Name	Middle Initial:	Suffix:
Company Name (if sub):		Employee #:	
Work Address:		Clearance Level:	

Itinerary Overview			
Countries to be Visited	Major Cities	Date From	Date To

Accommodations / Lodging	
Name of Hotel / Where you are Staying	Full Address

Foreign Influences		
Are you traveling with a foreign national? <input type="checkbox"/> Yes (list persons below) <input type="checkbox"/> No		
Name of Foreign National	Relationship	Citizenship
Do you anticipate contact with foreign governments, companies, or citizens during your trip? <input type="checkbox"/> Yes (provide information in comments section) <input type="checkbox"/> No		

Emergency Point of Contact (someone who is not traveling with you)

Name	Relationship	Phone #

SAIC Furnished Equipment

SAIC laptops may not be taken out of the country without explicit approval by the [SAIC Cyber Assurance Team](#).
(L_CISOIntlTravel@saic.com)

- Do you plan on taking your SAIC provided laptop overseas? Yes No
- Have you received approval from the [SAIC Cyber Assurance Team](#)? Yes No

Additional Comments

Additional Actions

Would you like to speak with a Government representative regarding your upcoming travel? Yes No

Signature & Date

Double click the signature line to digitally sign this form:

Signature

Date