

INSTRUCTIONS ON HOW TO PROPERLY FILL OUT THE FOREIGN TRAVEL NOTIFICATION FORM

Enter the following information as follows:

*The highlighted areas (Security Clearance, Purpose of Travel, and Sponsor of Travel) have drop down menus for you to select an answer.

TRAVELER INFORMATION

Name Your Name

Organization Defense Business Board/ your company name if company travel

Contact Information My email is: Your email address

*Security Clearance None, Confidential, Secret, Top Secret, Other
(Choose from drop down menu)

TRIP INFORMATION

Dates of Travel _____

All Destinations (City/Country) _____

*Purpose of Travel Personal/Pleasure, Official Business (DoD), Business (Non DoD), Other
(Choose from drop down menu)

*Sponsor of Travel Self/Travel, DoD (Official Business), Company, Foreign Government
(Choose from drop down menu)

Any specific concerns about your trip? _____