



United States Department of Agriculture

FOREIGN TRAVEL REPORTING FORM

Clearance holders are **REQUIRED** to report **ALL** foreign travel to PDSB no later than 14 calendar days in advance of travel. Please complete this form in its entirety and submit to PDSB/CNSIS by either fax at 1-855-619-4775, or via e-mail to CNSIS@USDA.GOV Contact PDSB at (202) 720-7373 if you have questions. If additional information is required, PDSB will notify you.

EMPLOYEE INFORMATION

Full Name (Last, First, Full Middle Name)

Supervisor Name

Supervisor Phone Cell/Office #

Agency/Division/Department

Work E-mail Address

Date Submitted

TRAVEL INFORMATION (*COMPLETE* itinerary can be attached or e-mailed)

Destination(s) City/Town

Destination(s) Country

Travel Dates

From:

To:

Purpose of Travel

Personal

Official

Mode(s):

I have read and understand the required travel advisories on the OHS Travel Website. Int:

I have taken the required High Threat Security Overseas Seminar training (HTSOS) Date:

Describe additional dates/modes of travel/countries, etc. that apply:

Emergency Contact Information

Name:

Phone:

Address:

Relationship:

U.S. Passport Number

If traveling on a foreign passport, state the origin of passport and expiration date.

Country:

Expiration Date:

FOR PDSB USE ONLY

Is destination in a high threat zone?

Yes No

Date Pre-Brief Received?

Yes No

NOTICE: The Privacy Act, 5 U.S.C. 552a, requires that federal agencies inform individuals at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. You are hereby advised that authority for soliciting your Social Security Number (SSN) is Executive Order 9397. Your SSN is needed to keep records accurate because other people many have the same name and birth date. Your SSN will be used to identify you precisely when it is necessary to certify that you have access as indicated above. Although disclosure of your SSN is not mandatory, your failure to do so may impede the processing of such certifications or determinations, or possibly result in the denial of your being granted access to classified information.