



UH UNOFFICIAL FOREIGN TRAVEL REPORTING FORM

As an UH employee who holds a security clearance, all unofficial foreign travel is required to be reported to the Facility Security Officer (FSO), per SEAD-3 reporting requirements. Covered individuals must submit an itinerary for unofficial foreign travel to UH and must receive approval prior to the unofficial foreign travel. When required, covered individuals shall receive a defensive and counterintelligence briefing prior to travel. Unanticipated border crossings into any foreign country not included in the traveler’s approved itinerary, regardless of duration, are discouraged. There are a few exceptions to keep in mind:

- Travel to Puerto Rico, Guam, or other U.S. possessions and territories is not considered foreign travel and does not need to be reported.
- If an emergency arises and foreign travel is required, at the minimum, covered personnel are expected to verbally advise their supervisor and FSO of the emergency travel and provide the relevant specifics before departure.

Full Name (as shown in passport): _____

Work Phone Number: _____ Cell Phone Number: _____

Work Email Address: _____ Passport Number: _____

Issuing Country: _____ Issuance Date: _____ Expiration Date: _____

Emergency Contact: _____

NAME	PHONE NO.	ADDRESS	RELATIONSHIP

Please select the reason for travel:

- VACATION FOREIGN RELATIONSHIP VISIT NGO/MISSIONARY SERVICE OFFICIAL TRIP FOR NON-DOD PURPOSES

Travel start date: _____ Travel end date: _____

Countries visiting: _____

Mode(s) of transportation and identity of carriers (e.g., Amtrak train, United airline): _____

Name(s) and association(s) of foreign national traveling companion(s): _____

Planned contacts with foreign governments, companies, or citizens during foreign travel and reasons for contact: _____

***ITINERARIES CAN ALSO BE INCLUDED AS A SEPARATE ATTACHMENT**

I acknowledge that I will review the UH Travel Security Briefing prior to travel and understand that any deviation from the approved travel itinerary must be reported within five business days of return. I will also report any unplanned contacts with foreign governments, companies, or citizens during foreign travel and the reason for contact; any foreign legal or customs incidents encountered; and any unusual or suspicious occurrences during travel.

Signature: _____ Date: _____

**PLEASE RETURN FORM VIA UH SECURE [FILEDROP](#) OR ENCRYPED EMAIL TO:
Facility Security Officer (FSO) Victoria Rivera at riveravg@hawaii.edu**