

Employee's first and last name \_\_\_\_\_

Travel dates \_\_\_\_\_ Country/region (*attach itinerary*) \_\_\_\_\_

Work number \_\_\_\_\_ Cell number \_\_\_\_\_

Email \_\_\_\_\_

### Important Contact Information

Please list any emergency contacts:

Supervisor \_\_\_\_\_ Contact \_\_\_\_\_  Cell  Office  Home  Email

HR representative \_\_\_\_\_ Contact \_\_\_\_\_  Cell  Office  Home  Email

Security officer \_\_\_\_\_ Contact \_\_\_\_\_  Cell  Office  Home  Email

Family member \_\_\_\_\_ Contact \_\_\_\_\_  Cell  Office  Home  Email

Other \_\_\_\_\_ Contact \_\_\_\_\_  Cell  Office  Home  Email

Other \_\_\_\_\_ Contact \_\_\_\_\_  Cell  Office  Home  Email

### Travel Briefing Acknowledgement

My signature below indicates that I have read, been briefed on and understand the international travel security briefing information provided to me. I am aware that any questions I have concerning the contents of this briefing should be directed to my immediate supervisor or to the company's facility security officer.

*Please provide a copy of the signed acknowledgment to your security officer. The FSO office retains a copy of this acknowledgment in the individual's personnel security file.*

Employee signature \_\_\_\_\_ Date \_\_\_\_\_