



### FOREIGN TRAVEL REPORTING FORM

Individuals who have been approved for SCI access are required to report to the SSO all official and personal foreign travel no later than 14 calendar days in advance of travel. Individuals with collateral clearances are encouraged, but not required, to report official and personal travel.

Please complete this form in its entirety and submit to PDSO/CNSPB/SSO by either fax at (202) 720-1689, or via e-mail to [pdsd@dm.usda.gov](mailto:pdsd@dm.usda.gov). Contact PDSO at (202) 720-7373 if you have questions.

#### EMPLOYEE INFORMATION

Full Name (Last, First, MI)		SSN (Last Four Only)	
Current Citizenship(s) (to include dual)	US	Other	Country _____
Job Title			
Supervisor Name			
Supervisor Phone Number			
Agency			
Office Phone			
Mobile or Cellular Phone			
Office Fax			
Work e-mail address			
Date Submitted			

#### TRAVEL INFORMATION *(Flight Itinerary can be attached or e-mailed)*

Destination(s) City/Town			
Destination(s) Country			
Travel Dates	From:	To:	
Purpose of Travel	Personal	Official	
Describe Travel:			
U.S. Passport Number			
If traveling on a foreign passport, state the origin of passport and expiration date	Country: _____ Expiration Date: _____		

#### FOR PDSO USE ONLY

Is destination in a high threat zone?	Yes	No	
If SCI-cleared, was SIB notified?	Yes	No	Date:

Remarks:

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 may 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.