



UNIVERSITY OF  
CENTRAL FLORIDA

Office of Research and Commercialization  
12201 Research Parkway, Suite 501  
Orlando, FL 32826  
Ph.: (407) 882-1123 Fax: (407) 823-3299

## Cleared Employee Request for Foreign Travel

<b>Traveler's Name</b>		<b>Email</b>	
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<b>Phone Number</b>		<b>Employee ID</b>	
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<b>Official Travel or Personal Vacation</b>	
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<b>Departure Date</b>		<b>Return Date</b>	
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### Purpose of Official Travel (i.e. conference name, name of university collaboration)

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### Destination / Itinerary -

If traveling to more than one city or country on this trip, list the countries in scheduled order of visit, together with all side trips and stop overs; please fill out the information below:

Location(s)

Have you visited this country previously? If so, please provide the following information:

- Date(s) of travel or residency:
- Purpose:

Will you be presenting, speaking about, sharing, etc. any UCF research information on this trip? If so, please provide the following information:

- Has the information undergone the sponsor's export controls, facility security or sponsor research review process? Yes                      No
- What is the classification level of the information to be presented?
- Hosting entity require a security travel clearance.

### Who should be contacted in the event of an emergency?

<b>Name</b>		<b>Relationship</b>	
<b>Home Phone</b>		<b>Work Phone</b>	
		<b>Cell Phone</b>	

Traveler's Name:

## Tips, Reminders & Commonsense Security Countermeasures:

As you prepare to travel outside the continental U.S., you may find yourself traveling to or through a country whose interests are opposed to those of the U.S. First and foremost, it is important that you be reminded of the continuing need to safeguard proprietary information, intellectual property, and the broadening efforts of foreign intelligence services around the world. Second, this briefing can give you a number of helpful tips you can avoid situations which may cause you delay, embarrassment, and/or legal troubles while traveling.

### PLEASE INITIAL NEXT TO THE FOLLOWING STATEMENTS.

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|--|---|
|  | a. Conduct pre-travel and post-travel security briefings. (Official Travel Only)  |
|  | b. Do not mention, discuss, or even imply involvement in any special projects or classified activities.   |
|  | c. Do not publicize travel plans on Social Media and limit sharing of this information with only people who need to know.   |
|  | d. Never take sensitive or classified materials outside the U.S. without written approval. Export controlled equipment or data may require a license, if taken outside the U.S.   |
|  | e. Avoid moral indiscretions or illegal activity which could lead to compromise or blackmail.   |
|  | f. Do not accept letters, photographs, material or information to be smuggled out of the country.   |
|  | g. Be careful of making statements which could be used for propaganda purposes. Don't sign petitions, regardless of how harmless they may appear.   |
|  | h. Remember that all mail is subject to censorship. Be careful not to divulge personal or business matters which could be used for exploitation or propaganda purposes.   |
|  | i. Never attempt to photograph military personnel or installations or other restricted/controlled areas (i.e. Embassies).   |
|  | j. Beware of overly friendly guides, interpreters, waitresses, hotel clerks, etc., whose intentions may go beyond being friendly.   |
|  | k. Carefully avoid any situation which, in your best judgment, would provide a foreign service with the means of exerting coercion or blackmail.  |
|  | l. Do not allow any establishment to copy or hold on to your personal or official passport if it is not needed. If identification is requested for copying, provide a driver's license.   |
|  | m. Maintain control of sensitive information, media, and equipment. Do not pack these types of articles in checked baggage; carry them with you at all times. Do not leave them unattended in hotel rooms or stored in hotel safes. |
|  | n. Keep hotel room doors locked. Note how the room looks when you leave.  |
|  | o. Limit sensitive discussions. Public areas are rarely suitable for discussion of sensitive information.   |
|  | p. Do not use computer or fax equipment at foreign hotels or business centers for sensitive matters.  |
|  | q. Ignore or deflect intrusive or suspect inquiries or conversations about professional or personal matters.  |
|  | r. Keep unwanted sensitive material until it can be disposed of securely.   |

### Acknowledgement

I certify that I have been briefed on and understand the security aspects of foreign travel. I will contact and report to the Office of Facility Security upon my return if any incidents of intelligence nature or if anything unusual happens.

SIGNED:

Date:

**Internet Explorer and Firefox are the preferred browsers to view the above forms. If using Chrome or Safari, right click on the form link and select "Save as..." to save the form and please return to [delawilliams@ucf.edu](mailto:delawilliams@ucf.edu).**