



Office of Facility Security  
12201 Research Parkway, Suite 501  
Orlando, Florida 32826  
Ph: (407) 882-1123 Fax: (407) 823-3299

## Foreign Travel Request

Traveler's Name

Email

Phone Number

Employee ID

Destination(s)

Departure Date

Return Date

Official Travel or Personal Vacation

### Itinerary:

If traveling to more than one city or country on this trip please fill out the information below:

Location(s)	Date(s)

Cleared contractors provide critical research and support to programs giving the United States an economic, technological, and military advantage.

In a world where reliance on technology continues to grow, foreign entities have increased the targeting of electronic devices such as laptops, computers, and personal media such as Personal Digital Assistants and cell phones.

Travelers should report theft, unauthorized or attempted access, damage, and evidence of surreptitious entry of their portable electronics.

### Some commonsense security countermeasures should include:

- Do not publicize travel plans and limit sharing of this information to people who need to know
- Conduct pre-travel security briefings
- 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
- Keep hotel room doors locked. Note how the room looks when you leave
- Limit sensitive discussions. Public areas are rarely suitable for discussion of sensitive information
- Do not use computer or fax equipment at foreign hotels or business centers for sensitive matters
- Ignore or deflect intrusive or suspect inquiries or conversations about professional or personal matters
- Keep unwanted sensitive material until it can be disposed of securely

Please return to Dela Williams at [delawilliams@ucf.edu](mailto:delawilliams@ucf.edu)