

Jacobs Overseas Travel

(Travel Outside of the United States on Company Business)

Complete the form below for each employee, teammate/subcontractor employee, or consultant traveling outside of the United States. All JMDG employees must submit this form electronically to Event Lead of the Event you are Traveling for.

NOTE: Travel should be reported as soon as possible after you are made aware of the travel orders. Any changes in dates or assignment location should be reported. In instances where specific information cannot be provided, provide as much information as possible, being sure to include the number of people traveling.

Company: <input type="checkbox"/> Jacobs Technology Inc. <input type="checkbox"/> Other Jacobs Company: <input type="checkbox"/> Teammate/Subcontractor or Consultant:		Full name of Company and Address <i>(Required for Jacobs teammates/subcontractors and consultants only):</i> 	
Business Segment <i>(i.e., Group):</i> IRES/EWI		Contract No.: IRES HQ079617-D-0001 Project/Task No.: 19-F-9400 	
Individual's Name: Employee Number: Email Address: Work Phone Number:		Nationality <i>(See definitions below¹):</i> <input type="checkbox"/> U.S. Hire <input type="checkbox"/> Local Hires / Nationals <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Third Country National	
Marital Status: Single Married <input type="checkbox"/>		Are dependents traveling with employee? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list:	
Natural Assignment <i>(Describe in detail. Do not use acronyms. If classified, mark classified.):</i> 			
Assignment Location <i>(Identify project site, military base or meeting location. If classified, mark classified but identify general area such as mid-east, Asia, etc. If more than one country, list all countries and dates in each country.):</i> 			
Does this assignment involve a signed U.S. Government Contract? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, name of U.S. Agency: MDA IRES Contract IRES HQ079617-D-0001			
Beginning Date of Assignment:	Expected End Date of Assignment:	Estimated Remuneration²:	
Is this work defense related <i>(Department of Defense, National Security or Construction)?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>			
Defense Base Act (DBA) Coverage <i>(If unsure, leave blank):</i> Yes <input type="checkbox"/> No <input type="checkbox"/>		Travel Approved by <i>(Name of Director with approval authority):</i>	

1. Nationality:

- U.S. Citizens are citizens of the United States of America wherever hired.
- U.S. Hires are non-U.S. citizens whose contract of hire was entered into in the United States of America.
- Third Country Nationals are non-U.S. citizens hired to work outside their respective country of permanent residence or hire if other than the United States of America.
- Local Hires/Nationals are non-U.S. citizens hired to work within their country of hire or permanent residence.

2. Remuneration: Includes payroll plus any other goods and services paid to employee for assignment (i.e. bonus, housing, living expenses, taxes, etc.).