

# **SAIC-Frederick, Inc., International Travel Procedures Summary**

## **All International Travel**

### ***Required***

- Complete the “International Travel Questionnaire” and send it to the Travel Department.
- Complete the “International Travel Consultation Record” and send it to OHS, Building 426, to arrange necessary vaccinations.
- Prepare the Travel package and send it to the Travel Department.
- Obtain Contracting Officer approval before making flight arrangements.
- Arrange all flights through the SAIC Corporate Travel Department.
- Attend a security briefing offered by Protective Services. Call x1091 to schedule an appointment.

## **Additional Requirement for High-Risk Travel (Category A or D)**

### ***Required***

Sign the “High-Risk Travel Area Acknowledgment” form at the Protective Services security briefing. Protective Services will send the signed form to the Travel Department.

### ***For Non-Employees***

Sign the “High-Risk Travel Acknowledgment, Hold Harmless, Assumption of Risk and Release of Liability” form and send it to the Travel Department.