

# SAIC-Frederick, Inc.

## International Travel Procedures

### All International Travel

**“International Travel Questionnaire” is completed for ALL International Travel. Form is sent to the Travel Department.**

**Security briefing offered by Protective Services. Call x1091 to schedule an appointment.  
RECOMMENDED**

**“International Travel Consultation Record” sent to OHS, Building 426, to arrange necessary vaccinations.**

**Travel package can be prepared and sent to the Travel Department, TJ Drive.**

**Please note that the booking of flight arrangements must be coordinated through SAIC-Corporate Travel upon the receipt of Contracting Officer Approval.**

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

**“High-Risk Travel Area Acknowledgement” must be signed at the security briefing. Please take the form to the briefing. Protective Services will send signed form to the Travel Department.**