



## Foreign Travel Request

Awardee Type:

- Retention  
 Recruitment

**EMAIL COMPLETED FORM TO:**

[smart@nps.edu](mailto:smart@nps.edu)

Is travel for Study Abroad?

- Yes       No

If yes, please also complete the Study Abroad Request.

### SECTION 1 – Participant Information

|                                  |                      |
|----------------------------------|----------------------|
| Date Submitted (Month/Day/Year): |                      |
| Name (LAST, First, MI):          | Cohort Year:         |
| Phone:                           | Email:               |
| Sponsoring Service:              | Sponsoring Facility: |
| Facility POC Name:               | Facility POC Email:  |

### SECTION 2 – Countries to be Visited

(Only list countries you will be spending significant time in. Do not list countries you are traveling through):

### SECTION 3 – Dates of Travel (Month/Day/Year to Month/Day/Year)

### SECTION 4 – Flight Information

(Airline and Flight Numbers):

### SECTION 5 – Lodging Information

Hotel or Friend/Family Member you are staying with:

Address:

Phone:

### SECTION 6 – Reason for Travel

### SECTION 7 – Emergency Point of Contact

|        |               |
|--------|---------------|
| Name:  | Relationship: |
| Phone: | Email:        |

### SECTION 8 – SMART Program Office Review

|        |       |
|--------|-------|
| Notes: | Date: |
|--------|-------|

If all the information required is not provided we will be unable to process your foreign request.

Please return this completed form to [smart@nps.edu](mailto:smart@nps.edu) at least 30 days before foreign travel.

If you are traveling to another country please contact the SMART Security Specialist Brian Padilla at [smartsecurity@nps.edu](mailto:smartsecurity@nps.edu) between 30 to 45 days before foreign travel. If travel is not requested in the proper timeframe, it is possible that the Foreign Travel Request could be rejected.