

## International Travel Export Questionnaire (ITEQ)

**Complete each section and email to: [csilveira@invictusassoc.com](mailto:csilveira@invictusassoc.com)**

### SECTION 1 – TRAVEL INFORMATION

1.1	Name of Traveler(s)	<input type="checkbox"/> US Person(s) <input type="checkbox"/> Non-US Person(s)
1.2	Is the traveler an Invictus employee or Subcontractor/Consultant?	<input type="checkbox"/> Invictus <input type="checkbox"/> Subcontractor/Consultant:
1.3	SBU and Manager/Supervisor	John M Callan II
1.4	Destination (cities/countries)	From: _____ To: _____ Multiple Locations (including layovers):
1.5	Anticipated dates of travel	
1.6	Mode of Travel	<input type="checkbox"/> Commercial <input type="checkbox"/> Military Transport <input type="checkbox"/> Other

### SECTION 2 – EQUIPMENT

2.1	Is the traveler taking a company, personal, government issued, prime contractor, etc. supplied laptop and any other portable electronic communication devices?	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If yes</b> , Invictus Associates employees, or subcontractors/consultants taking Invictus Associates equipment, must complete the Electronics Temporary Export (ETE)
2.2	Is the Invictus employee's equipment scrubbed?	Yes <input type="checkbox"/> No <input type="checkbox"/> Personal Equipment
2.3	Is the equipment noted above encrypted?	Yes <input type="checkbox"/> No <input type="checkbox"/> Personal Equipment
2.4	Is the traveler planning to hand carry Personal Protective Equipment (PPE) such as gas mask, body armor, ceramic plates?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.5	Is the traveler planning to hand carry or ship anything (other than what was annotated above) to use in performance of effort and/or to deliver to US or Non-US Persons in a Non-US Location such as boots, goggles, test equipment, repair parts, survey equipment, tools, associated technical data, marketing materials, proposal drafts, videos, slides, brochures?	Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, describe

### SECTION 3 – PURPOSE

3.1	Describe the reason for travel	
3.2	Will traveler interact with Non-US Persons/ Entities or will Non-US Persons be in attendance?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list the Non-US Persons/Entities if known
3.3	Will the traveler need to provide/discuss US export-controlled services, items, technology, or software (see definitions for defense articles, defense services; Part 810 Technical Assistance and Technical Data to Non-US Persons during this travel)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.4	Is this travel covered by an existing Export Authorization or a Foreign Military Sales Letter of Authorization within an FMS contract?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list applicable reference