

OCONUS Travel Briefing Forms Requirements

Provided below are OCONUS Travel Briefing Forms Procedures and Requirements for Invictus personnel for both **Personal** and **Customer related** travel
All requests for Travel will be handled through the company travel application
[Invictus Travel App](#)

1. Notice should be at least 2 weeks prior to personal travel and as soon as practicable in the case of customer supported travel.
2. If traveling for personal or business reasons and it involves overnight stays in foreign countries, complete the Invictus **Foreign Travel Briefing Form**, **PRIOR** to travel and submit through the company travel application
 - a. If a traveler, while in transit, is approached by a foreign national wanting to discuss sensitive topics (defense, monetary or portage for example) they must report this contact to the Invictus' Security Officer as soon as possible @ csilveira@invictusassoc.com
 - b. If a traveler is delayed and spends an overnight or longer in a foreign country, that was not previously reported, then form(s) are required. In this instance the **Foreign Travel Briefing** form would be completed after the fact.
 - i. Additionally, the traveler is required to notify Invictus' Security Officer of their delay with overnight foreign stay as soon as possible as well as John (Chip) Callan jcallan@invictusassoc.com.
3. If traveling to a foreign country to support an Invictus Customer in a professional capacity, you are required to complete the 1) **Electronics Temporary Export** form, 2) **ITEQ Travel Export Questionnaire** 48 hours prior to the work-related foreign travel. These forms are on the OCONUS site on the Invictus intranet [Employee Login - Invictus Associates](#) and must be sent to the Invictus' Security Officer as soon as possible @ csilveira@invictusassoc.com
4. After returning from Invictus Customer supported foreign travel or any personal travel you are required to complete the **Invictus Foreign Travel Debriefing** form within 5 days upon return.
5. All requests for Travel will be handled through the company travel application [Invictus Travel App](#) Foreign Travel Briefing and Debriefing Forms are part of application process for Business Travel. There is a separate icon for Personal Travel under Expense Requests



Michelle Callan, President & CEO

11/1/25

Date