

| Date: |
|--|
| Client Company Name: |
| |
| Address: |
| |
| Contact Name: |
| Date and length of travel: |
| Description of business operations and details of foreign activities: |
| |
| |
| # of Trips (estimated, per year): |
| |
| # of employees per trip: |
| |
| Name of employee(s) per trip: |
| List of countries of travel: |
| |
| |
| Type of Employee: US Nationals? |
| If so, list state of hire. |
| If not, list country of origin. |
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| Job Function: |
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| Duration of Trip (average): |
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