

FOREIGN TRAVEL REPORTING REQUIREMENTS

- (a) The Contractor shall provide JPL with the information described in paragraph c of this article as soon as possible, but in all instances, excepting special circumstances, at least 12 work-days in advance of any foreign travel that meets the circumstances described in paragraph b of this article.
- (b) The Contractor shall provide JPL with the information described in paragraph c of this article under any of the following circumstances:
 - (1) Contractor personnel traveling to, or meeting with JPL personnel at, foreign destinations which are on the NASA-provided list of countries requiring advance notification of travel to the State Department through NASA Headquarters.
 - (2) Contractor personnel anticipate requiring support from the U.S. Embassy or Consulate in the country to be visited.
- (c) The Contractor shall provide the following information for all traveling contractor personnel to JPL under the circumstances described in paragraph b of this Article:
 - (1) Purpose of travel, program, project, activity etc.
 - (2) Organization/entity to be visited and point of contact/phone number.
 - (3) Traveler's name.
 - (4) Traveler's title.
 - (5) Traveler's citizenship.
 - (6) Traveler's passport number and expiration date.
 - (7) Traveler's date and place of birth.
 - (8) Traveler's employer and address.
 - (9) Traveler's phone and fax number.
- (d) The Contractor shall insert this article including this paragraph in all subcontracts.