**Request Summary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Travel Itinerary** | | | | | |
| **Destination Country** | **Destination Cities** | **Start Date** | **End Date** | **Status** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

      Please send your full itinerary as a separate attachment to this clearance form when submitting this Request Summary to the ME.

**Travelers**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| **Name:** | | | | **Agency:** | | |
| **Contact Info:** | | | | **Employment Type:** | | |
| **Country of Birth:** | | | | **Passport Type:** | | |
| **Emergency Contact:** | | | | **Passport #:** | | |
| **Clearance:** | | | | **Passport Country:** | | |
| **Request Unescorted CAA Access:** | | | | | | |
|  | | | | | | |
| **Other Group Members:** | | | | | | |
| **Carrier Information** | | | | | | | | |
| **Carrier and #** | | **Mode** | **Departure Point** | **Departure Date/Time** | | **Arrival Point** | **Arrival Date/Time** | |
|  | |  |  |  | |  |  | |
|  | | | | | | | | |

Please TYPE IN your full itinerary here per Mission request:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Clearance From** | | **Agency/Section** | | | | **Arrival Date** | **Departure Date** | | **Status** |
|  | | | | | | | | | |
| |  |  | | --- | --- | | **Other Posts & Sections to be Informed of Visit** | | | **Post** | **Section** | | *None* | | | | | | | | **Destination Cities:**  **Purpose of Visit:**.  **Access to Building Required?**  **POC at Post:**  **Access to PCC Required?**  **VIP Visit?** | | | |
| **Assistance** | | | | | | | | | |
| **Need Lodging Reservations?**  **Need Airport Assistance/Transportation?**  **Have Accompanying Pouch?** | | | |  | **Appointment Request?**  **Other Needed Assistance?**  **Fiscal Data** | | | | |
| **Other Comments/Remarks** | | | | | | | | | |
| **Lodging Accommodations** | | | | | | | | | |
| **Lodging Name** | **Street Address** | | **City** | **Rate** | **Local Telephone #** | | | **Confirmation #** | |
|  |  | |  |  |  | | |  | |
|  | | | | | | | | | |