



GEMINI TECH SERVICES, LLC
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Willow Park, TX 76087

PTO REQUEST FOR OUT OF COUNTRY TRAVEL

You are required to receive a briefing prior to being approved for travel outside of the country. You must use the link below to navigate to the briefing and complete it. Once you have completed the briefing, you will acknowledge by your signature and date below. Be sure to print your name and annotate what project you are on. This form must be scanned and sent back to the leave manager at Gemini Tech Services to be attached to your PTO request form.

https://www.cdse.edu/multimedia/shorts/ci-foreign-travel/story_html5.html

Projected Country of Travel _____

Projected out of country travel dates _____
From _____ To _____

I hereby acknowledge that I have completed the Foreign Travel briefing session

Printed Name Signature Date Project