



# LEVEL FOUR

Group, LLC

A DIVISION OF  
CARR, RIGGS & INGRAM CAPITAL, LLC

## International Travel Policy Exception Request

Though Level Four may allow access to Outlook, Teams, and/or OneDrive from your personal smart device (phone and/or tablet), traveling internationally with a Level Four owned laptop is strictly prohibited. Level Four owned assets are equipped with geo location tracking capabilities and failure to follow the International Travel Policy will result in the asset being frozen until you return to a Level Four office. Completion of this form is a formal exception request to access Level Four cloud resources from your personal smart device while traveling internationally. Access requests will be individually assessed, and determinations will be based on destination(s) and purpose of travel. Please use as much space as required to complete the following information.

**Complete this form, including signature, and return via email to:**

Jill Zacha: [JZacha@LevelFourFinancial.com](mailto:JZacha@LevelFourFinancial.com) | Compliance: [Compliance@LevelFourFinancial.com](mailto:Compliance@LevelFourFinancial.com)

**Requestor's Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

1. Please indicate whether this is a business or personal trip:

Business	Personal
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2. Please provide a brief description of the purpose of your trip and the necessity to have access to Level Four resources while traveling.

3. Please list all destination countries you will need access from, including any extended layovers or ports of call.

4. Please provide your expected departure date and the expected date of return to the United States.



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## Requestor's Risk Acceptance

_____	_____	_____
<b>Requestor's Printed Name</b>	<b>Date</b>	<b>Phone Number</b>
<b>Printed Name (if applicable)</b>		
Note: By completing and signing this form, I acknowledge the following:		
<ul style="list-style-type: none"><li>- I am requesting an exclusion from Level Four's standard International Travel Policy.</li><li>- I am accepting the risk associated with accessing Level Four systems while traveling Internationally.</li><li>- In the event of any breaches or security incidents as a result of this exception, I will cooperate fully with any follow up investigations by Level Four internal IT and information security staff or third parties.</li></ul>		
<b>Requestor's Signature:</b> _____		

office Use Only

## Compliance Approval

_____	_____	_____
<b>Level Four Compliance Department</b>	<b>Date</b>	<b>Phone Number</b>
<b>Printed Name (if applicable)</b>		
Note: By completing and signing this form, I acknowledge the following:		
<ul style="list-style-type: none"><li>- I am approving an exclusion from Level Four's standard International Travel Policy.</li></ul>		
<b>Compliance Department Signature:</b> _____		