

## U.S. DEPARTMENT OF ENERGY REQUEST FOR APPROVAL OF FOREIGN TRAVEL

This form is provided as a convenience for the collection of Foreign Travel Request data. The form is intended for use as an outline resource to collect data necessary to support the Foreign Travel Management System (FTMS). Completion of the form is not considered sufficient in itself for satisfying DOE Order 551.1A, the data must still be entered into the FTMS for U.S. Department of Energy (DOE) tracking and monitoring. Specific question on Foreign Travel or the completion of this form should be directed to your sites Senior FTMS Organizational Point of Contact (Sr. OPOC).

### *OMB Burden Disclosure Statement*

*Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Records Management Division, IM-11, Paperwork Reduction Project (1910-XXXX), U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (1910-XXXX), Washington, DC 20503*

### Section I - Traveler Information

#### Section I. – Traveler Information. (To Be Completed by Traveler.)

1. Name (Last, First, Middle)		2. Do you have a Social Security Number? ( ) No ( ) Yes, please specify.
3. Passport Number		3a. Passport Expiration Date (MO-DD-YYYY)
4. Birth Date (MO-DD-YYYY)	5. Birth Place (City, State/Province, Country)	6. Citizenship a) b)
7. DOE Facility/Organization		8. Employee Type ( ) DOE Federal Employee ( ) Other Federal Employee ( ) Contractor ( ) Foreign National ( ) University ( ) Invitational Traveler  Specify name of contractor or university:
9. Employee Address: Street Address: _____ City: _____ State: _____ Zip: _____ County: _____		
10. Contact Information	Work Phone: _____ Work Fax: _____ Home Telephone: _____ E-Mail Address: _____ (required)	
11. Position/Title		
12a. Indicate whether you have held a DOE security clearance within the last 5 years. If yes, indicate the highest level received. ( ) Yes, please specify ( ) Top Secret ( ) Secret ( ) Q ( ) L ( ) No		
12b. Indicate whether you have held any other security clearance within the last 5 years. If yes, enter agency and clearance level ( ) Yes, please specify Agency: Clearance: ( ) No		
13. Notes		

**U.S. DEPARTMENT OF ENERGY  
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 (CONTINUED)**

Traveler Name: \_\_\_\_\_

**Section II – General Trip Information**

**Section II. – General Trip Information.** (To Be Completed by Traveler.) Use additional general trip information pages as required. Account for all funding types estimated for this trip request.

14. Place of Departure (City, State/Province, Country)	15. Departure Date (MO/DD/YYYY)
	16. Return Date (MO/DD/YYYY)

17. Estimated Travel Costs by Funding Type. (One primary sponsor required)

Primary Sponsor	Funding Type	Program Office	Funding Code(s)	Title	Estimated Airfare	Estimated Other
( ) Yes	( ) DOE ( ) Non-DOD ( ) Foreign					
( ) Yes	( ) DOE ( ) Non-DOD ( ) Foreign					
( ) Yes	( ) DOE ( ) Non-DOD ( ) Foreign					
( ) Yes	( ) DOE ( ) Non-DOD ( ) Foreign					
( ) Yes	( ) DOE ( ) Non-DOD ( ) Foreign					

18. Flight Information  
 ( ) Coach  
 ( ) Premium, please provide justification:  
 \_\_\_\_\_

19. Names and Organizations of Headquarters personnel with who trip has been coordinated.

20. Names and Organizations of other personnel with whom you are traveling as a team.

21. Benefit to Government (include benefit to present position and the Department)

22. Comments  
 (Justification statement for trips that are exceptions)

**U.S. DEPARTMENT OF ENERGY  
REQUEST FOR APPROVAL OF FOREIGN TRAVEL  
(CONTINUED)**

Traveler Name: \_\_\_\_\_

**Section II – General Trip Information**

22. Comments, cont.  
Specify any paper attachments to this form

General comments regarding this trip request

Place of return, if not same as departure city and reason

**U.S. DEPARTMENT OF ENERGY  
REQUEST FOR APPROVAL OF FOREIGN TRAVEL  
(CONTINUED)**

Traveler Name: \_\_\_\_\_

**Section III Trip Itinerary**

**Section III. – Trip Itinerary.** (To Be Completed by Traveler.) Use additional itinerary pages as required. Account for the entire time between departure and return. Complete a separate itinerary for each city/country to be visited and for each personal or leave period.

23.  Yes  No, Is this part of the trip associated with a conference? If yes, specify conference name, sponsor, and contact information (i.e., URL or email address).

Conference Name: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

End Date: Country – City: \_\_\_\_\_

URL: \_\_\_\_\_

24. Destination (Country, City)

25. Start Date (MO/DD/YYYY)

26. End Date (MO/DD/YYYY)

27. Select One or More Primary Purpose(s)

- Professional conference, seminar, workshop, working group, or colloquia
- Research and Development activities under an informal, lab-to-lab, or government-to-government agreement
- Meeting(s) on scientific, technical, project or programmatic matters
- Procurement-related matters
- Other(s), please specify

28. Technical Justification

This part of the trip involves:

- 29.  Yes  No Lab-to-Lab agreement?
- 30.  Yes  No International agreement? If Yes, Please Specify \_\_\_\_\_
- 31.  Yes  No Will classified information be discussed? Y/N
- 32.  Yes  No Will classified information be hand carried? Y/N
- 33.  Yes  No Will foreign intelligence information be hand carried? Y/N
- 34.  Yes  No Will any part of the trip discuss sensitive topics as defined by DOE's Sensitive Subject List? Y/N
- 35.  Yes  No Will any part of the trip involve information that is subject to U.S. Export Control restrictions? Y/N
- 36.  Yes  No Meetings with senior government official(s)?  
Please provide official's name, position, and contact information. Describe meeting goals.

\_\_\_\_\_  
\_\_\_\_\_

37.  Yes  No Embassy assistance will be required? Please specify.

\_\_\_\_\_  
\_\_\_\_\_

38. Contact Information (required)

Host Information Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Affiliated Institution: \_\_\_\_\_ Facility to be Visited: \_\_\_\_\_

After Hours Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**U.S. DEPARTMENT OF ENERGY  
REQUEST FOR APPROVAL OF FOREIGN TRAVEL  
(CONTINUED)**

Traveler Name: \_\_\_\_\_

**Reviews and Approvals**

1. Local Approver

_____	_____	_____	_____	_____
Name (Type or Printed)	Title	Organization	Signature	Date (MO-DD-YYYY)

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

2. Local Approver

_____	_____	_____	_____	_____
Name (Type or Printed)	Title	Organization	Signature	Date (MO-DD-YYYY)

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

3. Local Approver

_____	_____	_____	_____	_____
Name (Type or Printed)	Title	Organization	Signature	Date (MO-DD-YYYY)

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

4. Local Approver

_____	_____	_____	_____	_____
Name (Type or Printed)	Title	Organization	Signature	Date (MO-DD-YYYY)

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

5. Local Approver

_____	_____	_____	_____	_____
Name (Type or Printed)	Title	Organization	Signature	Date (MO-DD-YYYY)

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

6. Local Approver

_____	_____	_____	_____	_____
Name (Type or Printed)	Title	Organization	Signature	Date (MO-DD-YYYY)

Comments:  
\_\_\_\_\_  
\_\_\_\_\_