



## OCFO INVITATIONAL TRAVELER REQUEST FORM

Estimated burden per response to comply with this mandatory information collection request: 20 minutes. This submittal is used by NRC to add a new invitational traveler to the financial and travel systems. Send comments regarding burden estimate to the FOIA, Library, and Information Collections Branch (T-6 A10M), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by e-mail to [Infocollects.Resource@nrc.gov](mailto:Infocollects.Resource@nrc.gov), and the OMB reviewer at: OMB Office of Information and Regulatory Affairs, (3150-xxxx), Attn: Desk Officer for the Nuclear Regulatory Commission, 725 17th Street NW, Washington, DC 20503; e-mail: [oir\\_submission@omb.eop.gov](mailto:oir_submission@omb.eop.gov). The NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the document requesting or requiring the collection displays a currently valid OMB control number.

### TRAVELER'S INFORMATION

*Traveler's First Name:		*Traveler's Middle Name:		*Traveler's Last Name:		Date of Birth: (MM/DD/YYYY)	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		**Last 4 Digits of SSN:		Traveler's E-mail Address:			
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>			
Address:				City:		State:	Zip Code:
<input style="width: 95%;" type="text"/>				<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Traveler's Telephone Number:				Country:			
<input style="width: 95%;" type="text"/>				<input style="width: 95%;" type="text"/>			

**\*Name and Airport Security:** Please make certain that the first, middle, and last names shown above are identical to those on the photo identification that will be presented at the airport. Due to increased airport security, travelers may be turned away at the gate if the name on the identification does not match the name on the ticket.

**\*\*Please provide the full SSN via telephone to the Central Allowance Team Lead at, (301) 415-3072.**

### REQUESTOR'S INFORMATION

Requestor's First Name:		Requestor's Last Name:	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Requestor's Office and Division:		Requestor's Telephone Number:	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	

### OTHER INFORMATION

Expected Departure Date: (MM/DD/YYYY)		Expected Return Date: (MM/DD/YYYY)	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Arranger's E-mail Address:			
<input style="width: 95%;" type="text"/>			
Routing Name or Approving Official: (This is the list that routes the documents for approval in the eTravel system).			
<input style="width: 95%;" type="text"/>			
Default Accounting Information, if known:			
<input style="width: 95%;" type="text"/>			

**See Instructions on page 2 or for additional assistance contact the CAT at: [NRC\\_VendorRequest@nrc.gov](mailto:NRC_VendorRequest@nrc.gov)**

## Invitational Travel Process for Offices and Regions

The NRC invites numerous people to "work" for the NRC for a short duration. This "work" may be as a speaker at a conference, as an individual needed to support a site visit, etc. Potential employment candidates may be brought into headquarters or regional offices for job interviews. The NRC is obligated to pay these invitees' travel costs.

**Below is step by step guidance to ensure invitees are set up in the Office of the Chief Financial Office (OCFO) systems to process their travel electronically:**

**Step 1** - Office/Region bringing in invitee prepares the "OCFO Invitational Traveler Request Form" (see page 1) and e-mails it to the Central Allowance Team (CAT) at [NRC\\_VendorRequest@nrc.gov](mailto:NRC_VendorRequest@nrc.gov).

1. Complete NRC Form 149, OCFO Invitational Traveler Request Form. (Page 1)
2. Return to: Send by e-mail to [NRC\\_VendorRequest@nrc.gov](mailto:NRC_VendorRequest@nrc.gov).
3. Allow up to 2 business days to process after completed forms have been received by the Central Allowance Team (CAT) who will set up a new Vendor ID in FAIMIS and The Financial Systems Branch (FSB) to create the profile in the eTravel System.
4. FSB will send you an e-mail once all actions have been completed.

**Step 2** - CAT sets up the Vendor Code in the agency's accounting system, the Financial Accounting and Integrated Management Information System (FAIMIS), for the new invitee. Once the Vendor Code is in FAIMIS, the Financial Systems Branch (FSB) creates a new user account in the eTravel System (ETS2).

**Step 3** - FSB will notify the office contact/Arranger via email or phone that the invitational traveler has been set up in ETS2.

**Step 4** - The Arranger should then inform the invitee to call El Sol Travel (844-244-6694 or 480-693-0212) to make their travel reservations. El Sol Travel will push the reservations to ETS2 where the Arranger will complete the authorization and sign it on behalf of the traveler to initiate routing. The authorization will then route through the system in the same way as employee travel does: the authorization will be approved by the Supervisor/ Approver and it will then route to the Funds Certifier for their review and approval to be sent to FAIMIS for funds obligation. If this is for foreign travel, the authorization will route to the Foreign Travel Approver as well.

**Step 5** - After the trip, the Arranger creates a voucher in ETS2 from the authorization, adjusts expenses as needed, and attaches applicable receipts. The Arranger must then print the travel voucher in ETS2 and have the invitee sign it, certifying that the expenses are correct and due to the invitee. This signed voucher must then be attached to the document in ETS2. The Arranger **CANNOT** stamp/sign the voucher in ETS2. Instead, s/he notifies the CAT via email [NRC\\_VendorRequest@nrc.gov](mailto:NRC_VendorRequest@nrc.gov)) that the document needs to be reviewed and signed on behalf of the invitational traveler.

Example E-mail:

Central Allowance Team,

Voucher T##### for invitational traveler, *Invitee's Name*, has been prepared. Please review it and sign it on behalf of the invitational traveler. The voucher should be routed next to John Doe.

**Step 6** - CAT reviews the voucher and signs it on behalf of the invitational traveler by stamping it with the "INVITATIONAL" stamp that moves it forward to the Approver who signed the original travel authorization. This initiates the voucher routing process for payment.

**PRIVACY ACT STATEMENT**  
**NRC FORM 149**  
**OCFO INVITATIONAL TRAVELER REQUEST FORM**

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission (NRC) on NRC Form 149. This information is maintained in a system of records designated as [GSA/GOVT4 - Contracted Travel Services Program](#) and described at 74 *Federal Register* 26700 (June 3, 2009).

**1. AUTHORITY:** 31 U.S.C. 3511, 3512, and 3523; 5 U.S.C. Chapter 57; and implementing Federal Travel Regulations (41 CFR Chapters 300-304).

**2. PRINCIPAL PURPOSE(S):** To facilitate processing of travel arrangements for invitational travelers, whose travel costs the NRC is obligated to pay.

**3. ROUTINE USE(S):** In addition to the other types of disclosures permitted under subsection (b) of the Privacy Act, information from this system of records may be disclosed: to another Federal agency, Travel Management Center (TMC), online booking suppliers, and airlines; to Federal, State, local or foreign agencies when relevant to a potential or actual civil or criminal violation; to a Federal agency or a court when the Federal Government is party to a judicial proceeding; to a Member of Congress on behalf and at the request of the individual who is the subject of the record; to a Federal employee, expert, consultant, or contractor for purposes of authorizing, arranging, and/or claiming reimbursement for travel; to a credit card company for billing purposes; to an expert, consultant, or contractor performing a federal duty if relevant to that duty; to a Federal agency by the contractor in the form of itemized statements or invoices, and reports of all transactions, to enable audits of charges; to a Federal agency, to the extent relevant and necessary, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation, the letting of a contract, or the issuance of a grant, license, or other benefit; to an examiner, investigator, arbitrator, or settlement official in connection with a grievance, complaint, or appeal filed by an employee to whom the information pertains; to the Office of Personnel Management, the Office of Management and Budget, or the Government Accountability Office when the information is required for program evaluation purposes; to officials of labor organizations when relevant and necessary to their representation duties; to a travel services provider for billing and refund purposes; to a carrier or an insurer for settlement of an employee claim for loss of or damage to personal property incident to service, or to a party involved in a tort claim against the Federal Government resulting from an accident involving a traveler; to a credit reporting agency or credit bureau, as allowed and authorized by law, to add to a credit history file when it has been determined that an individual's account with a creditor with input to the system is delinquent; to the public in the form of summary or statistical data with no reference to an identifiable individual; to the National Archives and Records Administration (NARA) for records management purposes; to appropriate agencies, entities, and persons when the security or confidentiality of information in the system of records has been, or is suspected to have been, compromised and, as a result, there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by GSA or another agency or entity) that rely upon the compromised information, and the disclosure is reasonably necessary to assist in connection with GSA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm. For additional detail on these routines uses, please see the [GSA/GOVT-4 system notice](#).

**4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Disclosure is voluntary; however, if the requested information is not provided, travel arrangements and reimbursements would not be processed.

**5. SYSTEM MANAGER AND ADDRESS:** Central Allowance Team, Division of the Controller, Office of the Chief Financial Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.