



## 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, (3150-0247), 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

**\*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.

**\*\*The Central Allowance Branch (CAB) will contact travelers via [NRC\\_VendorRequest@nrc.gov](mailto:NRC_VendorRequest@nrc.gov) for the first five digits of their social security number (SSN). Alternatively, travelers may contact CAB at [NRC\\_VendorRequest@nrc.gov](mailto:NRC_VendorRequest@nrc.gov) to provide the first five digits of their SSN.**

*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:	Previous Invitational Traveler:	**Last 4 Digits of SSN:	Traveler's E-mail Address:				
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>				
Home Address: (Number and Street)				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"/>			

### REQUESTER'S INFORMATION

Requester's First Name:		Requester's Last Name:	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Requester's Office and Division:		Requester's Telephone Number:	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Reason for Travel: <input type="checkbox"/> Interview <input type="checkbox"/> Consultant <input type="checkbox"/> Other (Explain)			
<input style="width: 95%;" type="text"/>			

### ETS2 INFORMATION

Expected Departure Date: (MM/DD/YYYY)	Expected Return Date: (MM/DD/YYYY)	ETS2 Arranger's E-mail Address:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
ETS2 Routing List Name or Name of Approving Official (Include Office/Division/Branch)		
<input style="width: 95%;" type="text"/>		
Travel Accounting Code:		
<input style="width: 95%;" type="text"/>		

Submit completed NRC Form 149 to [NRC\\_VendorRequest@nrc.gov](mailto:NRC_VendorRequest@nrc.gov). See details on invitational traveler process on page 2.

## Invitational Traveler Reimbursement Process

An invitational traveler vendor code must be created in the NRC's accounting system, Financial Accounting and Integrated Management Information System (FAIMIS), in order for an invitational traveler to be reimbursed for travel expenses. In addition, an invitational traveler profile needs to be established in the NRC's travel system, eTravel System (ETS2), so the invitee can make travel reservations and submit travel vouchers. The Central Allowance Branch (CAB) in the Office of the Chief Financial Officer (OCFO) is responsible for creating new invitational traveler vendor codes in FAIMIS. The Financial Systems Branch (FSB) in OCFO is responsible for establishing and updating invitational traveler profiles in ETS2. The timeline for OCFO to complete this process is 3 business days from receipt of a complete vendor request.

**Step 1. Offices/Regions** bringing in an invitee must complete NRC Form 149, "OCFO Invitational Traveler Request Form," (page 1) and email it to CAB at [NRC\\_VendorRequest@nrc.gov](mailto:NRC_VendorRequest@nrc.gov).

**Step 2.** The NRC Form 149 requires the last 4 digits of the invitational traveler's social security number (SSN). However, FAIMIS requires the invitee's full SSN in order to create a vendor code. Upon submission of the NRC Form 149, **CAB** will contact the traveler to obtain the first 5 digits of their SSN.

Alternatively, the **Requester or Arranger** may notify the traveler that they may contact the CAB directly at [NRC\\_VendorRequest@nrc.gov](mailto:NRC_VendorRequest@nrc.gov) to provide the first 5 digits of their SSN.

**Step 3.** Upon receipt of the invitee's full SSN and a completed NRC Form 149, **CAB** creates the invitational traveler vendor code in FAIMIS. Once the vendor code is established in FAIMIS, **FSB** creates an invitational traveler user account in ETS2.

**Step 4. CAB** notifies the Requester and/or Arranger that the invitational traveler has been set up in FAIMIS and ETS2.

**Step 5.** The **Requester or Arranger** informs the invitee to call El Sol Travel (844-244-6694 or 480-693-0212) to make their travel reservations. Once reservations are made, El Sol Travel will push them to ETS2 where the Arranger will complete the travel authorization and sign it on behalf of the traveler (i.e., stamp 'SIGNED BY **ARRANGER**') 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 **Approver** (noted on the NRC Form 149), and it will then route to the OCFO Funds Certifying Official for their review and approval to be sent to FAIMIS for funds obligation. If the authorization is for foreign travel, it will route to the OCFO Foreign Travel Approver as well.

**Step 6.** After the trip is completed, the **Arranger** prepares a voucher in ETS2 from the obligated authorization, adjusts expenses as needed, and attaches applicable receipts. The **Arranger** must export the PDF of the travel voucher from ETS2 and have the invitee (manually or digitally) sign it, certifying that the expenses are correct and due to the invitee. This signed voucher must then be attached as a supporting document to the travel voucher in ETS2. The **Arranger** CANNOT sign the voucher on behalf of the traveler. Instead, they must stamp the voucher 'PREPARED' and then notify CAB at [NRC\\_VendorRequest@nrc.gov](mailto:NRC_VendorRequest@nrc.gov), with a cc to the CAB Chief, that the voucher is ready to be reviewed and signed on behalf of the invitational traveler. The ETS2 Trip ID number should be included in the email for reference.

**Step 7. CAB** reviews the travel voucher and signs it on behalf of the invitational traveler by stamping it "INVITATIONAL", which moves it forward to the Approver who signed the original travel authorization. Once the **Approver** approves the voucher in ETS2, payment will be issued within 2-3 business days either in a form of a Treasury check or direct deposit, whichever is applicable.

**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.