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Foreign Pre-Travel Procedure

I. Purpose:

This procedure describes the steps to take when submitting a foreign travel request.

II. Cautions and Hazards:

If a traveler leaves before receiving DOE APPROVAL, they may not be reimbursed for their travel expenses. This is a real possibility and has happened before.

III. Requirements:

- TWP Office requires firm travel dates 45 days prior to the departure.
- Foreign Travel to non-sensitive countries must be received in the Science Technology Based (STB) office 35 days prior to departure. Foreign Travel to sensitive countries must be received in the STB office 45 days prior to departure. If late, an Exception Waiver, DOE Form 1829, must accompany the request.
- Citrix software and authority to access the LANL foreign travel system is required to submit an online request for approval.
- For first-time travelers, will need to fill out all the necessary forms in order to go on foreign travel. These include DOE "Request for Approval of Foreign Travel" Form 1512, 1512 continuation pages, and a "Foreign Travel Cost Estimate" Form 1665. Once all the necessary paperwork is filled out, the TWP administrator will process the information. Form 1512, with Form 1665 attached, can be found in room #108
- Foreign Contractors (i.e., Australian) traveling to the USA do not need to submit a DOE request. Only if they are traveling to a country that is "foreign" to both the USA and their country (i.e., Australia).
- TWP Office Administrator uses "TWP Foreign Travel Checklist" to ensure that all process steps are completed on time. Blank checklist forms can be found in the TWP Webpage of Admin Foreign Travel requirements.

IV. Procedure:

A. Steps:

1. Traveler gives the proposed itinerary to the TWP administrator. Itinerary needs to be firm 45 days prior of departure date.

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2. The TWP administrator will call (5-3510) or e-mail the foreign travel reservation office (stbforeigntravel@lanl.gov) to see if dates of trip are feasible with flight schedules. E-mail is preferred by the STB Reservationists.
3. The TWP administrator will enter the request electronically and assure that all necessary information and additional paperwork is included. This includes the Country Clearance Cable that must be e-mailed to STB as part of all foreign travel requests. A hard copy of the foreign travel request will then be printed for review.
4. The travel team leader and traveler will review the proposed itinerary with the TWP administrator before submitting.
5. Once the travel team leader has given their okay, the TWP administrator will submit the electronic request.
6. After submitting the request, the Reservationist will approve and send the official itinerary for the upcoming travel to both the administrator and the traveler. Once the itinerary is received, the TWP administrator will contact the EES-2 group office to let them know that there is a foreign travel request pending approval. After the group leader's approval the request is forwarded onto the STB office, which does the final review before being sent off to DOE for approval.
7. The STB office will email the traveler and the TWP administrator once approval is received from DOE. **Traveler shall not leave on foreign travel until this approval is received.**
8. Visa Requirements
 - Nauru travel requires official Visas obtained for each individual. The issue date must include and be valid for the days of the requested travel. We obtain each traveler's personal info that includes nationality, passport no., date of issue, date of expiration, and reason for travel. An e-mail and fax are sent to Andrew Kaierua of Nauru. He then requests the visa and once he has obtained it, faxes or e-mails us a certification for travel and entry into Nauru. This visa is signed by the Director of Customs and Immigration. A copy must be presented to the Immigration Authority on arrival at Nauru Airport.
 - Travel to Papua New Guinea requires that a letter of invitation be prepared by Kevin Luana, the PNG Manager. This letter is hand carried by traveler when entering PNG. We have a letter format that is e-mailed to Kevin with all the required information regarding the traveler and purpose of travel. He then signs the letter and emails or faxes a copy to the traveler at TWP.
 - Travel to Australia requires an electronic Visa. This is done by contacting the airline (usually United Airlines) by phone before the

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travel date. They will provide the appropriate form when you check in at the airport.

9. The TWP administrator will file the paper copy of request, final itinerary, hotel info, DOE approval and all associated paperwork regarding the travel in the TWP Travel book. This book is located in the TWP administrator's office room #102.
10. If any change of 3 days or more is made to departure or return date, a new country clearance cable and trip request must be submitted to STB promptly.
11. EMERGENCY TRIPS – These can be approved in 3 days. Notify STB-FT of the emergency trip so they can start the approval process. The TWP Administrator will send country clearance cable and enter the request online. Must contact the STB Reservations Office to obtain emergency assistance for itinerary and tickets needed for LANL personnel.
12. During travel, traveler reports his whereabouts to the TWP Office and the administrator tracks all reporting with the "TWP Foreign Travel Tracking Matrix". The matrix is located in room #104 hanging on a clipboard by the door.

V. References:

1. TWP Foreign Travel Checklist.
2. TWP Foreign Travel Tracking Matrix.

VI. Attachments:

None.