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Foreign Pre and Post Travel Procedures

I. Purpose:

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

II. Cautions and Hazards:

Pre-Travel

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

If lodging is over allowed per diem rate, Admin will need to fill out the Lodging Rate Justification form found on the web.

A change in travel arrangements that results in a 25% cost increase or a change or addition of a country to the itinerary (1 night or more) requires resubmission to DOE.

Post-Travel

The traveler will not receive a reimbursement and will not be allowed to go on any subsequent Foreign Travel if the Foreign Travel Trip Report is not submitted.

III. Requirements:

Pre-Travel

- TWP/AMF 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.
- Foreign Contractors (e.g., 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 (e.g., Australia).
- TWP/AMF Office Administrator uses "TWP/AMF 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.

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Post-Travel

- Foreign Travel Packet Worksheet.
- Citrix software and authority to access LANL foreign travel system.

IV. Procedure:

A. Steps for Pre-Travel:

1. Traveler gives the proposed itinerary to the TWP/AMF administrator. Itinerary needs to be firm 45 days prior of departure date.
2. The TWP/AMF 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/AMF 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/AMF 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/AMF 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/AMF 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 Officer in Charge (OIC) of Nauru. The OIC then requests the visa, and once he has obtained it,

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faxes or e-mails the TWP/AMF Office a certification for travel and entry into Nauru. This visa is signed by the Director of Customs and Immigration. A copy must be presented at baggage check in Brisbane and to the Immigration Authority on arrival at Nauru Airport.

- Travel to Papua New Guinea requires that a letter of invitation be prepared by National Weather Service (NWS). This letter is hand carried by traveler when entering PNG. The TWP Office Administrator emails a request for the invitation letter with passport information to the Director of the PNG NWS.
 - Travel to Australia requires an electronic Visa. This is done by contacting the airline (usually United Airlines) by phone before the 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. EMERGENCY TRIPS – This requires TWP Office Administrator to personally push the request through the required approvals.
 11. During travel, traveler reports his whereabouts to the TWP/AMF Office and the administrator tracks all reporting using meeting maker and putting the date they checked in.

B. Steps for Post-Travel when the traveler returns:

1. Traveler gives completed receipts to TWP Admin for processing.
2. The TWP Admin will enter the claim on the LANL foreign travel system electronically and print the summary for the traveler's signature.
3. Traveler signs the summary and attaches receipts, then returns them to the Team Admin.
4. A copy of the signed travel claim and trip report will be filed in the TWP/AMF Travel Books under the traveler's name. The original travel claim along with receipts will be mailed to BUS-1, MS P234. A copy of the summary will be attached to the trip report and mailed to the STB Office, MS M716.

C. Steps when traveler cancels trip:

1. The Team Admin will e-mail CFO 1 Foreign Travel (bus1foreigntravel@lanl.gov) and STB Foreign Travel (STBforeigntravel@lanl.gov) Office.

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- Indicate in the e-mail that the travel was cancelled and include travelers name, Z number, the departure dates, DOE trip number, and a short explanation for canceling.
2. A copy of the cancellation e-mail will be placed with all of the other information in the foreign travel section of the Travel Book found in room #102.

V. Attachments:

1. TWP/AMF Foreign Travel Packet Checklist, FM(TWPPO)-007.

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Attachment 1: TWP/AMF Foreign Travel Packet Checklist, FM(TWPPO)-007

LANL Trip #	Site Visit #	Traveler Z#
Itinerary 1	Dates	Hotel Name/#
Itinerary 2	Dates	Hotel Name/#
Itinerary 3	Dates	Hotel Name/#
Itinerary 4	Dates	Hotel Name/#

Tasks	Yes/No	Date Completed	Notes
STB Reservation Contact			
Property Removal Needed			
Late Justification			
Amended Travel			
Email Budget Analyst			Cost Codes:
Online Travel Request			
Reservations/Hotels/Cars			
Nauru Visa			
PNG Letter of Invitation			
Itinerary Rec'd/Filed			
Entered on Meeting Maker			
Tickets Received			
Check Approval Status Reservations			
Check Approval Status Group Leader			
Check Approval Status STB			
DOE Approval Rec'd			DOE #:
Reimbursement Submitted (BOM-Print Summary & Fax to Cathy at 5-8697)			
Trip Cancelled (If yes, send email to BUS & STB) stbforeigntravel@lanl.gov & cfo-1foreigntravel@lanl.gov			
Emergency Contact Information			
Lodging Justification Rate Paperwork			
China Visa			