

ARCS PROCEDURE: Author: S. Smith	PROCESSING FOREIGN TRAVEL FOR CONSULTANTS	PRO(TWPPO)-033.000 January 11, 2000 Page 1 of 1
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Processing Foreign Travel for Consultants

I. Purpose:

To provide guidelines for processing foreign travel for consultants.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. Steps:

1. Complete the following forms.
 - a) "Request for Approval of Foreign Travel; form #1512 and 1512_con (for continuations)
 - b) "Foreign Travel Cost Estimate"
 - c) "Consultant Work Authorization"
2. Get appropriate signatures.
3. Make 2 copies of each.
 - a) 1 copy to EES-8 Group Office
 - b) 1 copy to TWPPO

V. References:

None.

VI. Attachments:

None.