

**INSTRUCTIONS FOR COMPLETION OF
REQUEST FOR APPROVAL OF FOREIGN TRAVEL**

Section I - Traveler Information

Block #

- 1 - Last, first and middle name – Middle name must be spelled out – no initials.
If no middle name – indicate as NMN
- 2 - Answer yes or no. If yes, enter social security number.
- 3 - Passport Number and Expiration date (enter month as 3 letter abbreviation, day, and year. (Mon-DD-YYYY). If the passport will expire within 6 months after returning from foreign travel it is advised the traveler renew the passport before submitting this paperwork. Once the passport renewal is received the paperwork can be completed.
- 4 - Enter birth date: enter month as 3 letter abbreviation, day, year (Mon-DD-YYYY)
- 5 - Birth Place – Enter City, State/Province, Country
- 6 - Citizenship
- 7 - DOE Facility/Organization: Thomas Jefferson National Laboratory
- 8 - Employee Type: Jefferson Lab employees are contractors.
Name of contractor: SURA
- 9 - Employment Address: 12000 Jefferson Avenue
Newport News, Virginia 23606
- 10 - Contact Information: Fax, work and home phone numbers.
(This area must be completed).
- 11 - Position/Title: Self-explanatory
- 12 - Security Clearance: Check with your traveler and answer accordingly.
- 13 - Notes: A free space for you to provide any additional information about the traveler, trip, etc. This space may be left blank.
- 13,a - If the Traveler is not a U.S. Citizen this form must be sent to the Visa/Immigration Administrator at MS:12B to complete this section and sign the approval page.

Visa/Immigration Administrator: Complete this section:

Current nonimmigrant Visa type and expiration date: Enter appropriate Visa type (i.e., F, J, H, etc.) and the expiration date (MMM-DD-YYYY). You will also need to indicate whether the traveler will require a new Visa to return to the U.S. **If not on a nonimmigrant Visa, enter N/A in the Visa type space.**

Section II – General Trip Information

Block #

- 14 - Place of Departure: Will usually be one of our local airports: Newport News, Norfolk or Richmond. There are instances when the traveler is going to another location in the U.S. prior to beginning his foreign travel. In this case, enter the location where he is departing from the United States. The domestic portion of the trip will not be entered on the foreign paperwork, and in fact, normally is a separate trip.
- 15 - Departure Date: Date the traveler will leave the United States.
- 16 - 16. Return Date: Date the traveler will return to the United States.
- 17 - Complete the Cost Estimate Worksheet (located on the Travel department website under Forms for Travel). Once completed, use the worksheet to fill in the funding information requested. Indicate the funding type as DOE, Non-DOE, or Foreign and enter the Project and Org **or** the non-doe or foreign source (example: Norfolk State or INFN). Enter the estimated airfare in the appropriate block and the remaining cost in the estimated other block. If DOE and another source are funding the trip, break the costs out accordingly. ***Enter only one funding type per section.***

Example:

Funding Type	Project	Org	Non-Doe/Foreign	Estimated Airfare	Estimated Other
x DOE NON-DOE FOREIGN	DO	DIRGEN			4,630.00
DOE x NON-DOE FOREIGN			Old Dominion Univ.		500.00
DOE NON-DOE x FOREIGN			INFN	1,031.50	

- 18 - Flight Information: All JLAB travel is Coach. If not, justification must be provided.
- 19 - This section will normally be left blank.**
- 20 - Enter all known travelers from lab or other organizations with whom you are traveling as a team.
- 21 - Benefit to Government: The traveler should provide this explanation. The response should explain what benefit DOE will recognize by having the individual participation in the event. This is not the Technical Justification. That question will be asked in Section III. **(This section must be completed)**
- 22 - Comments: Can be used for justification statement for trips that are exceptions, specify any paper attachments, general comments regarding trip request and/or place of return if not same as departure city and reason. **Late justification is needed for trips arriving in travel services less than 30 days for non-sensitive travel and 45 days for sensitive or major conference travel.**

Section III – Trip Itinerary

Block

- 23 - Answer yes or no and indicate conference name if answer is yes. Complete the conference name, sponsor and URL information.
- 24 - Destination (Country & City): Enter the city of the business location. This is not necessarily the same as the location of the airport that the traveler is flying into.
- 25 - Start Date: (Mon-DD-YYYY) use 3 letter abbreviation for month. The start date of the first itinerary should be the date the actual event starts, not the date they arrive in country.
- 26 - End Date: (Mon-DD-YYYY) use 3 letter abbreviation for month. The end date will be the day the event ends.

Multiple itineraries are only required when the trip will include more than one country. An itinerary is required for each country being visited. **NOTE: The end date of one itinerary will NOT be the same as the start date of the next itinerary as it is on the Travel Authorization form. Hint: Think of how you will expense out the per diem. The per diem is based on where the traveler was at midnight (ask yourself where did he spent the night?).**

- 27 - Select one or more purposes for each itinerary. When “Other” is selected, a definition must be provided. Example: Personal Time. If taking personal time be sure to list the dates of personal leave. **If there are multiple business destinations within the same country list each location and dates in each location under Other.**

Technical Justification: **This section must be completed.** Entries such as “give a talk” or “discuss a collaboration” are too vague. However, an acceptable entry would be, give an invited talk on (enter the title of the paper being presented). Be as specific as possible in the allotted amount of space.

- 29-37. In most instances, no will be the answer to all of these questions; however, please read through them in the event that there is an exception.
- 38 - Contact Information: **This information is required. Leaving it blank will delay approval of the trip.** The after hours contact may be either a person, hotel or your personal cell phone number if your cell phone will work in the foreign country.

Reviews and Approvals

Please note that the paperwork requires the preparer (normally a travel coordinator) to sign. Other signatures include the traveler, the Visa/Immigration Administrator (if the traveler is not a U.S. Citizen) the reviewer in Travel Services, the traveler’s supervisor, the Associate Director and, if necessary, the Lab Director and/or DOE Site Manager. Travel Services will obtain all signatures *except* the preparers, travelers and Visa/Immigration Administrator after the document has been reviewed.

NOTE: The Cost Estimate Worksheet is reviewed by Travel Services for reasonableness. If the estimate in Section II is considered to be at least 10% less than the revised estimate calculated by Travel Services and the final JLab approver has already signed the form, the document will be returned to the Preparer to get re-approval from all authorized approvers listed after the Travel Services block.

Proforma Invoice

The traveler must complete this form if a JLab laptop/notebook computer, any equipment or instruments from the Lab are being taken outside the country. Be sure the traveler has signed the certification at the bottom of the invoice before submitting it to travel. Travel Services will deliver the form to Material Control who will prepare the necessary paperwork to accompany the JLab property through Customs.

IMPORTANT REMINDERS

Although trips are required to be submitted in the system at 21 days for non-sensitive and 30 days for sensitive and major conference travel, the extra days noted below are incorporated as a guideline to allow for review by Travel Services, JLab supervisor, A.D. and/or Lab Director and DOE Site office, if necessary. Every effort is made in travel services to route the request to the next level within 48 hours. However, due to the uncertainty of the Associate Director's, Lab Director's and/or the DOE Site Manager's schedule, a quick turnaround cannot always be expected. Please suggest to your travelers they request approval of their foreign travel as soon as they are aware travel is expected. Submitting the Request for Foreign Travel is only a step towards taking the trip. It is easier to void the trip than try to hastily get it approved or worse yet, re-approved.

Be sure to attach a copy of any information available about the event that has been received via email or through a website. This would include invitations, registration information, letters of intent (reimbursement considerations), etc.

Non-sensitive travel - submit to Travel Services at least 30 days before trip start date.

Sensitive and *major conferences* - submitted to Travel Services at least 45 days before trip start date.

Early submission does not guarantee early approval by the Department of State. Requests for Country Clearance are sent by the Office of Science approximately 30 days before the traveler is expected to leave the U.S.A. It normally takes 2 – 3 weeks to get a response inviting or denying entry to the destination country. The preparer and/or traveler will be notified of the approval status as soon as it is received by Travel Services.