

Foreign Travel Checklist (For Travel Arranger Use)

Traveler's Name _____
 Country _____
 Dates of Travel _____
 Outside Funds Yes No

STEPS INVOLVED:

DATE COMPLETED

FTIS (Foreign Travel Information System)

- Print out Country Reference Table _____
- Check passport expiration date against country requirements _____

Obtain the following from the traveler:

- Any items required on the FTIS Country Reference (read ALL sections) _____
- Make reservations with GovTrip (Use Corporate Billing Account/MWA, not credit card, for foreign travel)
Use employee's actual legal name - not nicknames - on all travel documents _____
- Required photos for visas. <http://travel.state.gov/pdf/Photo%20Guide%202010-01-04.pdf> _____
- Country contact full name and phone number in EACH CITY within each country visited _____
- Title of paper to be presented _____
- Hotel name/address/phone number _____
- Check foreign per diem rates and apply for actual subsistence if necessary _____
- Passport application – if needed _____
- Immunizations _____
- Outside funds (Reimbursement must be >\$250 or it must be paid from Unit funds) _____
 - Letter of invite must include: name of the sponsor; name of the company, university, or organization; purpose of travel or name of event; travel costs to be covered by the sponsor; return address for acceptance correspondence; and whether payment will be made in kind or reimbursed via check made payable to USDA-ARS. _____

***** REMINDERS *****

- Trips that require a new issue passport should be submitted **75** days prior to departure date.
- All other trips should be submitted at least **60** days prior to departure date.
- Foreign travel packages that do not have all of the required information will be returned to the location without being processed.
- **Include the GovTrip fax cover page.** A box has been added on the checklist below as a reminder.

CONTINUED ON NEXT PAGE ...

FOREIGN TRAVEL CHECKLIST
(This section to ATA with package)

Traveler's Name _____
 Country _____
 Dates of Travel _____
 Outside Funds Yes No

Submit as a complete package with this checklist

COMPLETED

- Authorization (initialed by the RL).
 - Authorization Remarks: Annual leave, deviations for personal reasons, actual subsistence requested, rental car justification, non-contract carrier justification, or outside funds
 - GovTrip fax cover sheet
- Airline itinerary
- FTIS Country Reference Table printout.
- Leg Purpose Narrative: Seminar title
- FTIS Record. Approved by RL and released.
- Visa Application (if traveler completes). Obtain through Travel Coordinator.
- Photos as required on country reference table.
- Outside funds:
 - Non Federal Source Report
 - Conflict of Interest Analysis
 - Letter of Invitation
 - Letter of Acceptance (e-mail acceptance letter to MWA Transportation Assistant)
- ARS/MWA Country Clearance form (e-mail to MWA Transportation Assistant through channels)
 (Include a hard copy of this form in your travel package!)

Passport Applications – as needed

- DS-11 (for no previous official or personal passport)
http://travel.state.gov/passport/forms/ds11/ds11_842.html
 - DS-82 (to renew passport), http://travel.state.gov/passport/forms/ds82/ds82_843.html
- Typed applications will print barcode for faster processing. Illegible handwritten applications will be returned.

Passport Accountability – Travel Coordinator

- Verify correct passport application
- DS-4085 if additional pages are needed
- Verify validity dates required by country table
- Attach accountability form

Reviewed by Location Travel Coordinator

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