Foreign Travel SOP

The Foreign Travel SOP has been organized to provide the reader additional information related to the Foreign Travel check list. Therefore, the items are numbered according to the checklist. To learn more about the FTIS record (item 4c), read section 4c in the following section for more details.

Please note that the secretary is to use the Travel Contact when sending travel information or inquiries to the Area Transportation Assistant. The travel contacts are:

MWA Travel Contacts:

MWA Administrative Staff	Kit Mernick, ATA	309-681-6628
W. Lafayette, IN	Dawn Ramey	765-494-5606
E. Lansing, MI	Kristine Foight	517-337-6824
Wooster, OH	Sedina Lowe	330-263-3868
Coshocton, OH	Carol Bradford	740-545-6349
Columbia, MO	Karen Reddick	573-875-5291
Ames, IA	Candy Weuve	515-663-7252
Morris, MN	Sandy Groneberg	320-589-3411 ext 123
St. Paul, MN	Amy Dolan	651-649-5047
Peoria, IL	Brittney Mernick	309-681-6541
Urbana, IL	Lynn Watson	217-244-3256
Madison, WI	Dolores Milton	608-890-0045
Columbus, OH	Ann Houser	614-292-9806

Foreign Travel Checklist

_____Traveler's Name
_____Country
_____Dates of Travel

Steps

1. Print out FTIS Country Reference Table (review ALL sections) to determine visa and inoculation requirements, photos needed, and information that needs to be supplied on the AD-202.
2. Ensure that traveler's passport has enough pages and is valid for length of time needed for country visited. If not, allow additional time for travel package to be processed.
3. Obtain the following from the traveler:
   a) Any items required on the FTIS Country Reference (review ALL sections) print-out.
   b) Develop trip itinerary with traveler & make reservations with FedTraveler (USE GVTS, not credit card, for foreign travel). Use employee's actual legal name -- not nicknames -- on all travel documents.
   c) Required photos for visas. http://travel.state.gov/pdf/Photo%20Guide%2010-01-04.pdf
   d) Country contact full name and phone number in EACH CITY within each country visited.
   e) Meeting information, including hotel name/phone number, title of paper to be presented. Check foreign per diem rates and apply for actual subsistence if necessary.
   f) Letter of invite if outside funds (Note: Cost of trip 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.

4. Complete the following forms and submit as a complete package — DATE COMPLETED

   a) AD-202 (initialed by the RL). _____
   b) FTIS Country Reference Table printout. _____
   c) FTIS Record (with information from Country Reference Table, traveler's place and date of birth (if NOT on visa application), traveler's home/work numbers and e-mail, country contact names and phone numbers in each city, hotel name/phone number in each city, and secretary name, phone, and e-mail included). RL signs FTIS record and it is approved in ARIS system. _____
   d) Visa Application (if traveler completes). _____
   e) When applicable, include DS-11 (for no previous official or personal passport), DS-82 (to renew passport), or DS-4085 (to apply for additional passport pages). _____
   f) If outside funds: Non Federal Source Report, Conflict of Interest Analysis, letter of invitation, and letter of acceptance (e-mail acceptance letter to MWA Transportation Assistant). _____
   g) Airline Itinerary. _____
   h) Completed travel package with this cover page sent to MWA Transportation Assistant with passport/accountability form if visa is required. _____

********** 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.

#1. **Print FTIS Country Reference Table**

- Log onto ARIS. Select FTIS.
- Go into "Reference Tables"; "Country." This will bring up the list of countries.
- Click on the query icon.
- Type in the name of the country and then press enter to bring up the information on that country.
- Select "details" to view the information regarding passport and visa requirements.
- Print the country details (select "Prints" then "Listing") to attach to the AD-202. All information requested should be addressed on either the AD-202 or the FTIS form. **Important: Country codes in ARIS are not necessarily the same codes as in NFC Travel System.** Therefore, do not use these as a reference for the codes to put on the AD-202 but rather use the codes in the NFC system.

- Use the "Close door" icon (when available) on each screen to exit FTIS.

- Carefully review FTIS printout (**ALL SECTIONS**) for visa requirements, photos, validity of passport, etc. Locations hold official passports for travelers who currently have them, so if a visa is needed, the official passport and any necessary photos need to accompany the AD-202 to the Area Office.

If the country table says that a visa is required, read to see what information is necessary to obtain the visa. If application says USDA or FAS, then FAS fills out the application for the traveler. **IF application says 'TRAVELER', contact the Area Transportation Assistant and request a visa application for the appropriate country.** DO NOT download visa applications from the Internet! The only applications that should be completed for foreign travel will be provided to you by the Area Transportation Assistant, per the 9/7/05 e-mail. (This needs to be done ***prior*** to sending the package to Area, so all of the requested information can be submitted together, along with the passport.) Use employee's actual *legal* name (not nicknames) and *official* ARS title (not working title) on all travel documents. Example: Use "Research Geneticist (Plants)" rather than "Research Leader."

Following are two sample country table printouts with some remarks about what to look for.

This is the country table printout for Turkey. Note that a Visa is required and the application must be completed by FAS (Foreign Agricultural Service). Include all the requested information on the corresponding leg of the FTIS entry so that the Visa can be completed by FAS. Make sure to include the traveler's place and date of birth. Name and phone number are needed for a contact in Turkey and also a name, phone number, and e-mail are needed for the unit secretary as the U.S. contact.

Agricultural Research Service
Agricultural Research Information System
Country / Visa Requirements Listing

TU TURKEY **Advisory:** No

Official Passport: Yes **All Passports MUST be Signed:** No

V I S A I N F O R M A T I O N

Transit Required: No
Required: Yes
Multiple Entries: No **Valid:**
Application: FAS **Passport Signed:**
Number of Photos: 0
Comments: The outgoing country clearance cable must include a contact name & telephone number for the **[unit secretary]** in the US & Turkey. Must receive a response from the outgoing cable submitted.

C O R R E S P O N D E N C E I N F O R M A T I O N

State Dept. Clearance Form: No **Invite Letter:** No

M E D I C A L I N F O R M A T I O N

Inoculation Record: No **Inoculation Statement:** No
Comments:

M I S C E L L A N E O U S I N F O R M A T I O N
(Must be in Comments section on the second and third copies only on AD-121)
Home Address: No **Home Phone:** No
Religion: No **Nationality:** No
Name: Father: No **Mother:** No **Person(s) Visiting:** No
TDY Address: Yes **Phone Numbers:** Yes
Comments: Need Cities to be visited.

E M B A S S Y I N F O R M A T I O N

Work Days (approx.) to obtain Visa: 1 **Days**
Office Hours: 10:00-1:00 MTWTF

Comments: 2525 Massachusetts Avenue

This is the country table printout for Russia. A Visa is required but in this case it needs to be completed by the traveler. Contact the Area Transportation Assistant and ask for the current Visa application for Russia. Note that 3 photos are needed (sizes specified) as well as a letter of invitation from the Ministry of Foreign Affairs. Name, address, and telephone numbers are needed for a contact in Russia and also a name, telephone number, and e-mail are needed for the unit secretary as the U.S. contact.

Agricultural Research Service
Agricultural Research Information System
Country / Visa Requirements Listing

UR RUSSIA **Advisory:** No

Official Passport: Yes **All Passports MUST be Signed:** Yes

V I S A I N F O R M A T I O N

Transit Required: Yes
Required: Yes
Multiple Entries: No **Valid:**
Application: Traveler **Passport Signed:**
Number of Photos: 3
Comments: Photos must be 1 1/2x1 3/4. Telex number or letter of invitation must be submitted. Passport must be valid for six months. Double entry visas can be issued for temporary duty travel. Multiple entry visas are issued for assignments only. Hotel name required. ** On a case by case basis, cashier/certified check/money order may be needed. **
Letter of invitation MUST come from the Ministry of Foreign Affairs.

C O R R E S P O N D E N C E I N F O R M A T I O N

State Dept. Clearance Form: No **Invite Letter:** Yes

M E D I C A L I N F O R M A T I O N

Inoculation Record: No **Inoculation Statement:** No
Comments:

M I S C E L L A N E O U S I N F O R M A T I O N
(Must be in Comments section on the second and third copies only on AD-121)
Home Address: No **Home Phone:** No
Religion: No **Nationality:** No
Name: Father: No **Mother:** No **Person(s) Visiting:** No
TDY Address: **Phone Numbers:**
Comments: The outgoing country clearance cable must include name and telephone number for a contact person **[unit secretary]** in the United States and in Russia.

E M B A S S Y I N F O R M A T I O N

Work Days (approx.) to obtain Visa: 7 **Days**
Office Hours: 9:00-12:30 MTWTF

Comments: 2641 Tunlaw Road

#2. Travel Packages MUST be completed at least 60 days prior to departure. IF THE TRAVELER DOES NOT CURRENTLY HAVE AN OFFICIAL PASSPORT, THE COMPLETE TRAVEL PACKAGE MUST BE SUBMITTED AT LEAST 75 DAYS BEFORE DEPARTURE!

#3. Remind the traveler that he/she is responsible for obtaining necessary immunizations. The toll-free International Travelers Information Line, 1-877-FYI-TRIP (1-877-394-8747), provides

some recorded information on specific health topics for international travelers and for medical professionals advising travelers. You may also visit the CDC website at http://www.cdc.gov/travel/index.htm

#3e. If requesting actual subsistence (may take up to 3 weeks for approval), the secretary should put a remark on page 3 of the AD-202 that includes "actual subsistence requested through MWA on XX/XX/XXXX" and complete the Actual Subsistence Request Form and send form by e-mail or fax to the ATA, MWA.

Travel Warnings:

Travel warnings are issued when the State Department recommends that Americans avoid a certain country. Current travel warnings can be found at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.

The State Department issues Consular Information Sheets for every country of the world with information on such matters as the health conditions, crime, unusual currency or entry requirements, any areas of instability, and the location of the nearest U.S. embassy or consulate in the subject country. ARS travelers may want to consult this website before visiting a foreign country.

#4. Use the Foreign Travel Checklist to ensure all travel documents are completed.

#4a. **AD-202**

AD-202, Travel Authorization, initialed by the RL. To obtain correct Foreign Location Codes go to: http://dab.nfc.usda.gov/pubs/docs/tflc/tflc/foreigncodes.html

Check the "FedRooms" website to see if hotels in the destination city offer a special rate for government travelers (http://www.fedrooms.com). We are required to use the TMC for making hotel reservations but you may be able to direct them to a certain hotel if you find it on the FedRooms website.

Include the following information on the remarks page of the AD-202:

- Purpose of travel--including the name of the paper presented when attending a meeting or similar function.
- Travel method--when not by the most advantageous such as driving POV instead of Air.
- Annual Leave in conjunction with official travel.
- A statement that the traveler is responsible for obtaining the correct exchange rate for all receipts. (A currency converter site: http://www.oanda.com)
- Secretary name, phone, and e-mail numbers.
- Traveler's Place and Date of Birth if a Visa is required.

Include as much of the required information as possible on the ARIS FTIS trip legs. Information in ARIS does not need to be repeated on the AD-202.

#4b. **FTIS Country Reference Table Printout**

Traveler's DOB, (usually on visa form)
Traveler's POB, (usually on visa form)
Traveler's home and work phone and e-mail (cell phone # optional)
Country contact name and phone in each city (NOT ADDRESS)
Hotel name and phone in each city (NOT ADDRESS)
Secretary's phone and e-mail
Seminar Title
Other miscellaneous info required on individual Country Tables (read ALL sections)

#4c. **FTIS Record**

ARIS entry into Foreign Travel Information System (FTIS). SEE FTIS DATA ENTRY INSTRUCTIONS IN THE ARIS MANUAL:
http://www.npstaff.ars.usda.gov/ARIS/Manual/chapt14.pdf

A sample FTIS form is shown on pages 10-11. In the REMARKS block of the FTIS form, please include the following information for each trip leg:

- Purpose of travel. When the traveler is consulting or collaborating, state what the consultation or collaboration is about; when presenting a paper, the **title** of same; when giving or attending a seminar, the name of same; etc.
- Full name (no initials) and phone number of contacts in **each** city within **each** country the traveler is visiting so that the traveler can be reached at that location. Country contact may not be another U.S. citizen who is attending the meeting, seminar, etc. The contact must reside in the city/country that the traveler is visiting. Concentrate on a person - the FAS person who clears these does not appear to like hotels as the contact. One contact cannot be used for two cities unless the contact has a cell phone and is listed as a cell phone number (verify on FTIS record).
- Number of hours of annual leave taken, if applicable. **Do not include A/L on dates of travel unless it is in the middle of the official trip.** Include A/L in the narrative of the trip leg traveler is taking leave. If A/L is taken in a city/country the traveler is not on official travel, note on supplemental page of AD-202. Do not include annual leave as a trip leg.
- All information requested from the FTIS Country Reference Table to obtain Visas and country clearance (The country clearance really is: The US embassy in the FG country knowing exactly where the US traveler is at all times. This is used for clearing them out of the country in case of a national or international emergency. They want to be able to contact them within 24 hours in an emergency situation….even personal); place (city/state) and date of birth.
- If a visa is required: traveler contact point prior to departure (Name, Telephone number).
- Do not enter in-transit/overnight stay as a trip leg. Instead, include in-transit/overnight stay in Remarks.
- List ALL cities within a country visiting and the dates (This explains to FAS where

the traveler will be driving, but legs are for overnight stays).

- Whether Embassy or FAS support is required and if so precisely what support the traveler is requiring.

FTIS REFERENCE TABLES

International Meeting Table

FTIS International Meetings

- The international meeting the traveler is attending should be listed in the corresponding Leg of the trip. If the meeting is not in the FTIS system, send an email request through the travel contact to the MWA TA office with full name (no acronyms) of the meeting, begin and end dates, city, and country. You will receive an email response when the meeting is added.
- When requesting an international meeting number, keep the following in mind:
  April 1, 2006, through March 31, 2007 Foreign Travel Year 2006
  April 1, 2007, through March 31, 2008 Foreign Travel Year 2007
- Per Diane Eggert, if a meeting or conference is held outside of the United States, it is considered *international* and should be tracked in FTIS for the National Program Staff (NPS). If the traveler is meeting with collaborators or just presenting a seminar to a university class, a meeting number is not needed. Also, remember to query the international meeting table (it is suggested to query the country and foreign travel year only, then sort by date) to make sure the meeting is not already on this list.

There are various codes and tables used to ensure consistency of data in FTIS.

Purpose of Travel Table

Code	Purpose Text
1	present paper at international meeting
2	attend international meeting without presenting paper
3	training
4	support ARS research program
5	travel of foreign based personnel to support ARS programs
6	support other USDA agencies
7	support other federal agencies
8	requested by non-government organization
9	requested by international organization

Funding Source Reference Table

Code	Funding Source Text
1	ARS appropriated funds
2	reimbursements from other USDA agencies
3	reimbursements from other federal agencies

4	payment in kind or funds from non-government sources
5	special foreign currency (i.e., PL-480)
6	PASA funds (aid projects)

Contributing Organization Table (when non-ARS are used to pay for trip)

Code	Organization Text
1	other USDA agency
2	other federal government agency
3	foreign government organization
4	international organization/association
5	foreign university
6	American university
7	American non-profit organization/association
8	personal funds
9	for profit organization/association

CANCELED TRIP

To cancel a trip before the trip has taken place, access ARIS and go to "FTIS." Select "Active", "Foreign Travel Records." Type in Traveler's name, hit Return. Select the appropriate trip. Select "Action" then "Cancel Trip." This method will not work once the beginning trip date has passed.

Sample FTIS Record

Agricultural Research Service
Agricultural Research Information System
Foreign Travel Information System

Traveler: SMITH JOAN **Travel Year:** 2006
Title: AREA TRAVELER **Phone:** 309-681-6628
Begin Trip Date: 10/08/2006 **End Trip Date:** 11/03/2006 **Duration:** 27 days
Project Number: 3601-88888-001-00D **Team Leader:** BUXTON DWANE R
Duty Station: PEORIA, IL **Locn Priority:** 1
ModeCode: 3601-01-00 **Area Priority:** 0
Accounting Code: 7013601915 **Current Net Locn:** 878,675
Agency Cost: 7,000 **Contributed Cost:** 4,948 **Total Trip Cost:** 11,948
Remarks: DOB: 11/20/63, POB: CHEVERLY, MD, e-mail: joan@ars.gov SEC. CONTACT: BOB BROWN, PH 309-681-6628, e-mail: bob@ars.gov, A/L ON 10/26-29/06 IN BEIJING, CHINA. COUNTRY CONTACT: LEE WU, PH: 86-10-12345789; HOTEL: GUEST HOUSE of the INST. OF SOIL AND WATER CONSERVATION, PH 86-10-234987543.

Leg Code: A
City: BEIJING **Begin Date:** 10/08/2006
Country: CHINA **End Date:** 10/14/2006
Purpose: 1 Present Paper at International Meeting
Funding: 1 ARS Appropriated Funds
Purpose Narrative: PRESENT PAPER "MULTISPECTRAL SCATTERING FOR ASSESSING PEACH FIRMNESS" CONTACT: PROF. WANG MAOHUA, PH: 86-10-62336741.

International Meeting Number: 60 **Meeting Begin Date:** 10/11/2006
Meeting End Date: 10/14/2006
Title: 2006 CIGR International Conference - Olympics of Agricultural Engineering - Session IV - Conservation Tillage
Contributing Organization:
Estimated Agency Cost: 6,500 **Funds Contributed:** 0
Total Leg Cost: 6,500

Leg Code: B
City: HANGZHOU **Begin Date:** 10/15/2006
Country: CHINA **End Date:** 10/25/2006
Purpose: 8 Requested by Non-Government Organization
Funding: 4 Payment in kind or funds from Non-Government Sources
Purpose Narrative: PRESENT "NONDESTRUCTIVE QUALITY DETECTION FOR FRUITS" AT COLLEGE OF BIOSYSTEMS ENGINEERING AND FOOD SCIENCE AT ZHEJIAN UNIVERSITY. CONTACT: DR. YING YIBIN, PH: 86-571-86971140.

International Meeting Number: **Meeting Begin Date:**
Meeting End Date:
Title:
Contributing Organization: ZHEJIANG UNIVERSITY
Estimated Agency Cost: 0 **Funds Contributed:** 500
Total Leg Cost: 500

Leg Code: C
City: KYOTO **Begin Date:** 10/29/2006
Country: JAPAN **End Date:** 11/03/2006
Purpose: 9 Requested by International Organization
Funding: 4 Payment in kind or funds from Non-Government Sources
Purpose Narrative: PRESENT LECTURE "INTEGRATING PRINCIPLES OF NITROGEN DYNAMICS" AT SHANGHAI UNIVERSITY, CONTACT: DR. ATSUSHI ICHIKI PH: 81-0-11-561-2804.

International Meeting Number: **Meeting Begin Date:**
Meeting End Date:

Title:				
Contributing Organization:				
Estimated Agency Cost: 500		**Funds Contributed:** 4,448		
Total Leg Cost: 4,948				
Signatures:				
Title	**Approving Official**	**Date**	**Approve**	**Disapproved**
Research Leader:				
CD/LD/DAD:				
Area Director:				
NPL / AFM / PM:				
Deputy Admin.:				
Administrator:				

#4d. **Completed Visa application if traveler completes**

PLEASE REQUEST VISA FORM FROM ATA! Do not download forms from the Internet! When providing a contact name on a visa application (see #4e) or in FTIS, it should be the **FULL FIRST NAME** (no initials). All documents must show the actual ***legal name*** and ***spelled out official ARS title*** of the traveler.

#4e. **DS-11, DS-82, or DS-4085**

If the traveler does not have any type of passport (neither personal nor government), include a completed DS-11 "Application for Passport" form. **SAMPLE OF DS-11. See page 15.**

If the traveler has a personal passport but does not have an Official passport, include a completed DS-82 "Application for Passport by Mail" form. **SAMPLE OF DS-82. See page 16.**

If the traveler needs more pages added to their passport, include a completed DS-4085 "Application for Additional Visa Pages" Form. Before sending a passport with the travel package for a Visa, please take a minute to check the passport pages of the traveler's official government passport. Consulates usually require a full, blank page in the passport book to affix their Visa. If the consulate receives a passport that does not have sufficient space, they will return the passport to FAS requesting additional pages. We then must contact the traveler to obtain a DS-4085 to apply to the Department of State for the additional passport pages. By providing the DS-4085 with the original package, we can avoid delays or missed trips.

See more information about Passports.

Please be sure you are using the most current passport applications by visiting: http://travel.state.gov/passport/forms.html to download the latest application form.

Be sure to print the application as two single-sided pages.

Employees are PROHIBITED from using personal passports to conduct official government business. Employees may not use official passports for personal travel. The only EXCEPTION is travel to Taiwan. Taiwan is not recognized by the

United States. Country clearance is given, but any official travelers must visit Taiwan with a personal passport. The traveler cannot use an official passport. If the traveler does not have a personal passport, then s/he must apply for one or not travel to Taiwan.

The traveler is personally responsible for checking out/in their official passport from the passport retention officer. It may be checked out 3 days prior to travel and must be returned within 5 days of return.

A **DS-11** form is used when the traveler does not have a personal or an official passport.

A **DS-82** form is used when the passport does have a personal passport or an expired personal passport.

For information on passport pictures, go to http://travel.state.gov/pdf/Photo%20Guide%2010-01-04.pdf.

The Application for Passport by Mail needs to have "**Will Call Agriculture**" printed in Block 13 on the DS-11 OR Block 11 on the DS-82. Also, each passport application has specific instructions for completion. A certified copy of the traveler's birth certificate must be submitted with the application. Naturalized citizens shall submit their Certificate of Naturalization. Passport photos must be on thin paper, show full-front view of applicant with a plain light background; and must have been taken within 6 months of date submitted. (See form DS-11 for additional information about the passport photo as well as http://travel.state.gov/passport/guide/download/download_884.html.). Have at least four additional prints made, because additional photos **may** be needed for Visas. You may monitor the progress of a passport through the "Passport Tracking Records" in ARIS/FTIS.

PASSPORT TRACKING

Country clearance is e-mailed to the travel contact and forwarded to the secretary (and possibly the traveler). Country clearance must be obtained **before** passport can be released to traveler. Note: The only country with presumed country clearance is Canada.

#4f. If outside funds are involved: letter of offer, letter of acceptance, Non Federal Source, and Ethics forms

If outside funds are involved include the following (for detailed info, click here and go to page 12):

- Letter of Offer.
- Conflict of Interest Analysis Form.
- Non Federal Source Report Form.
- An undated letter of acceptance prepared on behalf of the Area Director, e-mailed to Area Transportation Assistant through your travel contact (sample). This is the only document that is e-mailed to the ATA (and cc'd to Travel Contact). Include a hard

copy of the letter with your travel package.

- Statement that "Only public information will be shared and no sensitive or confidential material will be used" should be added to the Remarks section of the AD-202.

#4g. **Airline itinerary**

A trip itinerary from the Travel Management Center (or from traveler if tickets are being provided "in-kind" by outside sources). Contact FedTraveler (1-877-698-2472) and follow the prompts to make airline/hotel/car rental reservations. Train/boat/etc. tickets should also be arranged through FedTraveler. Charge foreign common carrier expenses to GVTS [not CC (individually billed account)].

Non-refundable Tickets

If the traveler would like to request permission to purchase a non-refundable tickaet, fill out the Purchase of Non-refundable Common Carrier Transportation form and have the traveler sign and date. Non-refundable tickets should be authorized by the person *signing* the AD-202. If foreign travel, Area Director signs. If domestic travel, the Research Leader signs. If the traveler chooses a non-refundable ticket and wants to purchase early, both forms (see Early Ticketing below) should be processed simultaneously. **REMEMBER: The only authority for early ticketing is HEADQUARTERS—the traveler cannot ask FedTraveler to issue a ticket early.** This form should be included in the foreign travel package. However, please advise the traveler that if the non-refundable ticket appears on the credit card billing, the credit card bill MUST be paid by the due date regardless of whether or not the traveler has completed his/her trip.

Non-contract Air Carrier

See “Authorizations” chapter for detailed instructions.

```
TV01004  AD-202/SECTION C-ITINERARY & ESTIMATED EXPENDITURES 14:40:48 10/25/06

23. AUTHORIZED EXPENDITURES (CONTINUED):                              ESTIMATED
                                                                      AMOUNT
COMMON CARRIER  >>    IND: Y  (y/n)     MODE: A    METHOD: CC          350000
                      NON-CONTRACT AIR:          (0,1,2,3,4 OR SPACE)
                      EXCESS FARE IND:        N  (Y/N)
                      EXCESS BAGGAGE IND:     N  (Y/N)
                      GSA AUTO IND:           N  (Y/N)
                  24. TOTAL ESTIMATED EXPENDITURES AUTHORIZED;         800000
SECTION D - ACCOUNTING CLASSIFICATION
25. PURPOSE CODE           ACCOUNTING CLASSIFICATION         CLAIM PERCENTAGE
         04            7013620190                                 100



                                       THESE PERCENTAGES MUST EQUAL 100 PCT

OVERTYPE FIELDS TO BE MODIFIED ----- PRESS "ENTER" KEY
CLEAR= EXIT                PF1= MENU        PF8= HOLD AND EXIT
ENTER= PROCESS             PF7= PREV        PF9=HOLD
```

Early Ticketing
If the traveler would like to request early ticketing, complete the yellow highlighted sections of the "Early Ticket Request" memo and e-mail to the ATA, MWA. **REMEMBER: The only authority for early ticketing is HEADQUARTERS—the traveler cannot ask FedTraveler to issue a ticket early.**

#4h. **Completed package sent to the MWA Transportation Assistant with official passport if visa is required.**

NOTE: **Please be certain travel package is complete so the trip can be processed in a timely manner (use the checklist)!** All foreign travel packages sent to MWA for approval that are missing required information will be returned to the location via regular mail with an email to the LAO, RL, Secretary, and travel contact person for the location, explaining why it was returned.

Returning foreign travel packages because of missing information causes a delay in the time allowed to obtain the necessary visas and country clearance for each trip!

Items that could possibly delay foreign travel authorization paperwork:

1. Use incorrect method of Payment. The current method of payment for foreign airfare is code GV.

2. The international meeting (spelled out—no abbreviations) the traveler is attending is not listed in the FTIS International Meeting table.

3. Use of nickname. ALL documentation MUST show the ACTUAL **LEGAL** name and **SPELLED OUT OFFICIAL TITLE** of the traveler. Any variations most likely will result in requests being returned for correction.

4. Insufficient information about purpose of travel (title of talk, etc.) or no country contact name.

5. No blank pages in passport. Consulates usually require a full, blank page in the passport book to affix their visa. If the consulate receives a passport that does not have sufficient space, they will return the passport to FAS requesting additional pages.

6. Expired or soon to expire passport. Passports expiring within the next 12 months should be scheduled for renewal. Before sending the passport for renewal, please make sure the traveler does not have a trip planned within 60 days of the renewal paperwork because once we send the passport to headquarters, we may not be able to have it returned until the renewal process is finished.

When the foreign travel is approved, the Area Office completes the Embassy notifications, and any other required information associated with the VISA request.