

FOREIGN TRAVEL - REQUEST FOR APPROVAL WORKSHEET

Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection or information, including suggestions for reducing this burden, to U.S. Department of Energy, Office of Organization and Management Systems, Paperwork Reduction Project (1910-2100), 1000 Independence Ave., SW, Room 4D-024, Ma, 513.2, Washington, DC 20503.

PRIVACY ACT INFORMATION STATEMENT: Collection of the information is authorized by the Department of Energy Act of 1979, P.L., 96-91. Disclosure of the personal information requested is mandatory to support authorization for official travel to foreign countries, and to obtain a passport.

The information furnished will be used by DOE to authorize travel and payment of travel expenses, by the Department of State to issue a passport, and by the General Accounting Office to audit and verify the accuracy and legality of disbursement.

Traveler/Trip Information

Traveler name:		Clearance:	
Z No.:		SSN:	
Departure Date:	Return Date:	Date of birth:	
Trip Type: <input type="radio"/> Foreign Sensitive Requiring Appr. <input type="radio"/> Foreign Requiring Appr.		Birthplace:	
Travel Type: <input type="radio"/> DOE <input type="radio"/> Conference - DOE <input type="radio"/> Conference - Reimb.		Home phone:	
<input type="radio"/> Reimbursable <input type="radio"/> Conference - Non-DO		Work phone:	
Destination (City/State/Country):		Division:	
Passport No.:	Exp date:	Group:	
Citizenship:	<input type="checkbox"/> Additional Citizenship	Mail stop:	
Dual Citizenship:		E-mail:	
Field of work:		Position:	
Admin contact Z No. or Name:		Person type:	
Admin Contact Phone:		Gender:	

General Information

Other LANL travelers (Include Z Number and Name)			Non-LANL travelers	
Z Number	Name	Organization	Name	Organization

DOE personnel with whom trip was coordinated			Note: See Attachment 1 for a list of DOE Organizations
Name	DOE Org	Phone	
			Comments

Benefit to Government

Itinerary Information
Use the itinerary Continuation, as required.

Account for the entire time between departure and return. Complete a separate itinerary for each city/country to be visited and for each personal or leave period.

Itinerary type: En route/Arrival Jetlag Business Personal Non-business En route/Return

Primary Purpose: (See attachment 1 and Enter Code)

Start Destination (City/State/Country):	Date:
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End Destination (City/State/Country):	Date:
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Details: If Business itinerary, provide technical justification concerning the subject matter to be discussed including papers, lectures, etc.

- | | | |
|---|---|--|
| <input type="checkbox"/> Received Invitation | <input type="checkbox"/> Lab-to-Lab agreement | <input type="checkbox"/> Interacting with anyone from a DOE-designated sensitive country |
| <input type="checkbox"/> Classified Information | <input type="checkbox"/> University-to-Lab agreement | <input type="checkbox"/> Information subject to U.S. Export Control |
| <input type="checkbox"/> Meetings with senior government official(s)? (for non-DOE employees) | <input type="checkbox"/> Training involved | |
| <input type="checkbox"/> Embassy assistance required. | Embassy assistance description (up to 20 characters): | |
| <input type="checkbox"/> International Agreement (See attachment 1 and Enter Code) | | |
| <input type="checkbox"/> Sensitive Topic | Topic: | |

Other Meetings:

Conference Name:
 Type: Scientific Other Multi-Country conference: Yes No Speaking/poster/presenting at conference? Yes No
 Will anyone from a DOE-designated sensitive country be in attendance at this conference?

Contacts			
Host/Contact Name:	Phone:	Affiliated Institution	Facility to be Visited

Itinerary type: En route/Arrival Jetlag Business Personal Non-business En route/Return

Primary Purpose: (See attachment 1 and Enter Code)

Start Destination (City/State/Country):	Date:
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End Destination (City/State/Country):	Date:
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Details: If Business itinerary, provide technical justification concerning the subject matter to be discussed including papers, lectures, etc.

- | | | |
|---|---|--|
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Lodging Information

Use the lodging continuation, as required.

Start date/ End date	Location (City, State, Country)	Name/ Address	Phone/ Reservation provided by	Personal Days	Official Days
			<input type="radio"/> CFO-1 <input type="radio"/> Agency		
			<input type="radio"/> CFO-1 <input type="radio"/> Agency		
			<input type="radio"/> CFO-1 <input type="radio"/> Agency		
			<input type="radio"/> CFO-1 <input type="radio"/> Agency		
			<input type="radio"/> CFO-1 <input type="radio"/> Agency		
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			<input type="radio"/> CFO-1 <input type="radio"/> Agency		
			<input type="radio"/> CFO-1 <input type="radio"/> Agency		

Funding Information

Salary						Travel					
Cost Code	Prog Code	Cost Acct	Work Pkg	B & R Code	%	Cost Code	Prog Code	Cost Acct	Work Pkg	B & R Code	%

Non-DOE funding Organization (include only Work for Others (WFO)/Reimbursible Funding)	
Source	Description

Cost Estimate

Ticketed by: CFO-1 Agency Ticketed amount:

Amount paid by host: -

Amount paid by traveler: (out of pocket) -

Amount paid by reimbursable work for others:

Estimated airfare:

Transportation to/from Albuquerque: Private Vehicle Rental Vehicle Private Air Commercial Air None

Trans. to/from Albuquerque amount:

Lodging allowance: +

Meals and incidental allowance: +

Surface Transportation: +

Foreign car rental: (70.00 x days) +

Registration fee (US Dollars): +

Miscellaneous Allowance: +

Amount paid by non-DOE funding source(s) (excluding airfare): -

Amount paid by traveler (excluding airfare): -

Amount paid by reimbursable work for others (excluding airfare):

Estimated other allowable costs:

U.S. Department of Energy
REQUEST FOR APPROVAL OF FOREIGN TRAVEL

Primary Purposes

Code	Description
1	Site visit
2	Information meeting
4	Professional conference, seminar or workshop
6	Procurement related matters
8	Personal/leave
9	Other
12	Professional working group or colloquia
14	Research and Development

International Agreement

Code	Description
0	US-Russian MPC&A Agreement of 10/2/99
1	Cooperation on Fundamental Science Supporting Stockpile Stewardship
1000	US/UK Mutual Defense - JOWOG
2000	US/France Mutual Defense

DOE Organizations

Code	Description
EE	Energy Efficiency & Renewable Energy
EH	Environment, Safety & Health
EM	Environmental Management
ER	Office Of Science
FE	Fossil Energy
IN	Office Of Intelligency
ME	Management, Budget, & Evaluation
NE	Nuclear Energy, Science & Technology
NNSA/DP	Defense Program Office
NNSA/NN	Defense Nuclear Nonproliferation
RW	Radioactive Waste Management
SO	Office Of Security