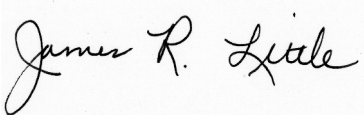


For: FSA Offices

Approving Foreign Travel for FSA Employees

Approved by: Administrator



1 Submitting All Foreign Travel to Office of the Administrator for Approval

A

Purpose

This notice informs employees that all requests for foreign travel must be submitted to the Office of the Administrator for clearance and approval.

B

Requirements for Approval of Foreign Travel

Submit **all** requests for foreign travel to the Administrator, through the Director, FMD, at least 2 weeks in advance of the scheduled departure date. Requests are required from each traveler and must include the following:

- AD-202, type C (trip-by-trip), that includes the itinerary and all estimated expenses for the trip
- the Foreign Travel Justification form (Exhibit 1).

Note: To access the unnumbered Foreign Travel Justification form:

- go to the Forms Directory on the FSA Intranet website at <http://intranet.fsa.usda.gov/fsa>
- click on "FFAS Employee Forms Site"
- click on "Current Forms"
- type in the Form Title Keyword "**foreign travel**".

Continued on the next page

<p>Disposal</p> <p>October 1, 2003</p>	<p>Distribution</p> <p>All FSA Offices; State Offices relay to County Offices</p>
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Notice FI-2552

1 Submitting All Foreign Travel to Office of the Administrator for Approval (Continued)

C

**Emergency
Travel Requests**

Emergency foreign travel requests must:

- be submitted to the Administrator as soon as possible
- include the urgent nature of the travel.

The Administrator will consider these requests on a case-by-case

D

Contact

Address questions about this notice according to the following table.

Office	Contact
County Office	State Office
State Office	EDSO
All others	FMD at 703-305-1408

Example of Foreign Travel Justification Form

This form is available electronically.

Foreign Travel Justification United States Department of Agriculture Office of the Secretary		
All USDA employees who are requesting authorization for foreign travel must complete this form. After providing this information, please attach it to your Type-C authorization and submit it to your Under Secretary for approval. This form must accompany the Type-C authorization when you submit it to the Deputy Secretary for approval.		
Part A - BACKGROUND		
1. Employee Name	2. Title	3. Agency
4. Date(s) of Travel and Destinations		5. Estimated Cost \$
Part B - JUSTIFICATION <small>(Please briefly answer each of the following questions in detail. This Part is for the Deputy Secretary's approval review process. Attach additional sheets if necessary).</small>		
6. How will the trip assist USDA in furthering the President's program and priorities?		
7. How will the trip contribute to the USDA mission?		
8. Will the result of the trip justify the considerable expense of foreign travel? <small>(For example, will the trip have a significant effect on potential exports or imports of agricultural products?)</small>		
9. How many USDA staff will need to travel to support the trip, and why are they needed?		
10. How will the traveler ensure the effective management of your mission area or agency, should the travel request be approved?		
Part C - AUTHORIZATION <small>(This form must include the signature of the Under Secretary/Agency Head of your division).</small>		
11A. Signature		11B. Date (MM-DD-YYYY)
Part D - DEPUTY SECRETARY'S APPROVAL		
12A. Signature		12B. Date (MM-DD-YYYY)
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