

Department of Energy Foreign Travel Guide October 2009

Contact the **Passport/Visa Office** at 202-586-3601, Rm GB-172, Forrestal Building, to discuss Visa requirements and the timeframe for securing a Visa (varies from 1-30 days). Contact the Passport/Visa Office as soon as you have knowledge of an upcoming foreign trip.

FTMS is DOE's centralized web based system for tracking, recording, and securing approval of **all** foreign travel conducted by Federal employees and contractors. The trip must be approved in FTMS and country clearance granted in order to travel. FTMS has training modules, user guides, and flash tutorials.

Within 5 to 15 minutes after a **TA is approved in GovTrip**, it will be in FTMS in draft status. When the transfer is complete, a bold G will appear at the end of the trip number.

MEDEX - Travel insurance is available for DOE employees who travel for official purposes. MEXDEX SECURE is a comprehensive program providing 24/7 emergency medical, security, and travel assistance, including emergency medical and security evacuations and repatriations.

Per Diem is comprised of an allowance for lodging, meals, and incidental expenses (M&IE) based on locality. Rates for foreign areas are updated monthly by the Dept of State. The foreign lodging rate includes taxes. Foreign lodging taxes cannot be claimed as a miscellaneous expense. Rates may be found at http://aoprals.state.gov/web920/per_diem.asp.

Brief calls home from overseas, if a gov't phone is not available, may be claimed up to \$8.00/day, not to exceed \$24/week.

Additional insurance for **rental cars** can be reimbursed when in a foreign area.

Useful Telephone Numbers

AdTrav 1-888-205-2369
Fax # 205-444-4839

Foreign Travel

Country Clearances
Foreign Travel Management System
Julie Squires..... 202-586-4048
Debra Holmes..... 202-586-3346
Fax No..... 202-586-0406
FTMS Help Desk 703-748-7084

Passports/Visas..... 202-586-3601
Fax No..... 202-586-0406

MEDEX..... 202-586-3601

Travel Policy/Travel Card... 301-903-2500
Option 4, then option 2

DOE O 551.1C, "Official Foreign Travel"

<http://www.directives.gov>

Centers for Disease Control Traveler Health

Site: <http://www.cdc.gov/travel>

DOE Laptop Loan for Foreign Travel: contact (301) 903-2500

Department of State (DOS) eCountry Clearance

<https://ecc.state.gov/>

DOS Emergency Assistant

http://travel.state.gov/travel/tips/emergencies/emergencies_1212.html

DOS Tips for Traveling Aboard

http://travel.state.gov/travel/tips/tips_1232.htm#health

DOS Travel Warnings:

http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

Federal Travel Regulation:

<http://www.gsa.gov/fttr>

Foreign Travel Management System:

<https://ftms.doe.gov>

GovTrip OnLine Reference/Help:

<https://in-gotravel.doe.gov/GovTrip/default.html>

This guide was prepared by the Office of International Travel and Exchange Visitor Programs (MA-45) to serve as a quick reference for travelers and traveler arrangers. *Please refer to the DOE General Travel Guide as a supplement to this guide for information applicable to domestic and foreign travel.* The principal source for Departmental policy on official foreign travel is DOE O 551.1C, "Official Foreign Travel," the Federal Travel Regulation (FTR), DOE Order 552.1, and the DOE Travel Manual, DOE 552.1-1.

Government travel, especially foreign travel, is heavily regulated and is often subject to external scrutiny. The DOE Travel Guides are intended to provide guidance to prevent unauthorized and unnecessary travel expenses in addition to avoiding negative Congressional reports, audit reports or press releases on DOE travel.

Pre-Planning well in advance is crucial to ensure all necessary arrangements are made effectively and efficiently including visas. **When planning for an overseas trip, you MUST have the following documentation** 1) travel reservations made through ADTRAV well in advance to get the best price; 2) ensure a GovTrip Travel Authorization (TA) is approved; 3) ensure that you have an approved Foreign Travel Approval Request form within FTMS; 4) ensure that you have a granted country clearance from the US Embassy of the country to be visited; 5) ensure that you have a valid Official or Diplomatic Passport; and 6) ensure that you have a valid Visa.

Prepared by: Office of International Travel and Exchange Visitor Programs (MA-45)

The penalty for violating the Fly America Act is the traveler must pay for the ticket with their personal funds. The Fly America Act rules (FTR §§301-10.131 through 301-10.143) are very complex and are further complicated by the US Air Transport Open Skies Agreements. A valid exception also requires the completion of a certificate and documentation that could only be provided by ADTRAV. For more information, go to <http://www.gsa.gov/ftftr>.

Travel Reservations (air, rail, lodging, rental car) for official business **must** be made through ADTRAV (FTR 301-50.3). Call ADTRAV for official foreign travel reservations to ensure compliance with the FTR, such as the Fly America Act, and to obtain the best options and prices. ADTRAV cannot be used for personal travel, i.e. travel not included on the TA.

A **rest period** not in excess of 24 hours **either at an intermediate point or at the destination** may be authorized for foreign travel when the scheduled flight time by a direct route exceeds 14 hours and coach class is used. When an intermediate overnight stop (at a point along the direct or usually traveled route) is authorized, include it on the TA. This is **not an entitlement**.

Premium Class Air Travel (First or Business)

- Upgrades **at no cost to DOE** using miles, vouchers, or airline status **after the coach e-ticket is issued** do not require approvals. ADTRAV cannot make these upgrades.
- Premium Class must be approved in advance of travel and meet one of the exceptions in FTR §§ 301-10.123 or 301-10.124. Premium class is **not an entitlement**. The Requesting Official must consider the additional cost, the mission of the travel, and FTR eligibility requirements.

- You are eligible, **not entitled**, to premium class when (1) the scheduled flight time, including layovers, exceeds 14 hours, (2) it's not possible to leave a day earlier with a rest period at an intermediate point or at the destination (traveling coach), and (3) official business begins shortly after landing. Documentation, such as an agenda, should be supplied with the Request Form to support when official business begins and the flight itinerary.
- Premium class for a **disability** is discussed in detail in the DOE General Travel Guide.
- **A copy of the approved Request for Approval of Premium Class must be provided to ADTRAV before the ticket can be issued.**
- Premium Class paid by DOE is reported annually to GSA, with names, who then reports it to OMB.
- Since the GAO Report "Internal Control Weaknesses Governmentwide Led to Improper and Abusive Use of Premium Class" was issued, Premium Class is highly scrutinized and should only be authorized when absolutely necessary.
- **"Request for Premium Class" forms are available on the GovTrip OnLine Reference/Help under DOE FORMS.**

DOE will provide an **official or diplomatic passport** to U.S. citizens at DOE's expense for approved official foreign travel. All Federal employees who are U.S. citizens traveling to a foreign country on official DOE business are expected to obtain official or diplomatic passports. It is a "violation of sovereignty" for federal employees to use a tourist (personal) passport when traveling in an official capacity as it misrepresents the true purpose for which the traveler has entered the country. This can have a serious and adverse effect on our reciprocal relations with foreign countries and is strongly discouraged by the U.S. Department of State.

MA-45 has Departmental responsibility for the management and accountability of all DOE official and diplomatic passports.

Passport Applications

First Time Applicants. If the traveler does not have a personal passport, then a DS-11 (available at http://travel.state.gov/passport/get/first/first_830.html) must be completed and signed in the presence of one of DOE's Passport Agents. If the applicant is in the field, the traveler can have it witnessed by his/her Passport Agent at the Post Office or Clerk of Court.

A DS-82 is to be completed if the traveler has a personal passport. DS-82 application is available at: http://travel.state.gov/passport/get/renew/renew_833.html

Upon completion, send the following

- Passport Application
- Two passport size photos (not more than six months old) – can be taken at Forrestal: Room BH-039, (202) 586-1350 or Germantown: Room E-055, (301) 903-4352
- Personal Passport (if completed DS-82)
- Original birth certificate with raised seal (if completed DS-11)
- Signed memo by Program Office Director stating traveler's name, grade, title, dates of travel, and destination

to MA-45 at:

Office of Int'l Trvl and Exchange Visitor Programs
MA-45, GB-172, Dept of Energy
1000 Independence Ave., SW
Washington, DC 20585

MA-45 will release the official or diplomatic passport to the traveler or designated agent upon receipt of the approved "Request for Approval of Foreign Travel" form from the FTMS. If a field traveler does not have a local contact to pickup and forward the passport to the traveler, MA-45 will overnight it to the traveler.

ALL official/diplomatic passports are to be returned to the Passport/Visa Office within 5 working days of completion of the travel.