

Foreign Travel Checklist

(Travel Arranger Use Only – As soon as you know of a trip)

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

Received/Verified:

1. Verify time frame required for processing paperwork **

2. ARIS / FTIS (Foreign Travel Information System)

- Print out Country Reference Table
 - Provide copy to traveler for reference
 - Highlight and bring to the traveler's attention:
 - Visa form required
 - Photos required
 - Immunizations
- Check passport expiration date in FTIS / Passport Accountability
 - MUST have at least 6 months validity after return to U.S.
 - If necessary have traveler complete appropriate passport application **

3. Obtain the following from the traveler:

- Trip itinerary
- Any items required on the FTIS Country Reference Table (read ALL sections)
 - Visa Applications
 - Required photos for visas. <http://travel.state.gov/pdf/Photo%20Guide%2010-01-04.pdf>
- Any items required for the eCountry Clearance Form
 - Country contact full name and phone number in EACH CITY within each country visited
 - Final itinerary required when form is uploaded to MWA ATA SharePoint
 - List additional contacts at the bottom of the eCC form
 - Hotel name/address/phone number
 - Emergency Personal Contact
- Any items required for the FTIS Record
 - Meeting Name, location, and dates
 - Title of paper to be presented
 - OSEC info: Role, Purpose (Traveler gain), USDA Benefit
 - Estimated Outside Funding
- Outside funds Forms (Any \$\$ will be accepted)
 - Letter of invitation. 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 (check made payable to USDA-ARS only).
 - Sign and date the AD-1101 p.1

4. Arranger Complete:

- Sponsor Form to add to GovTrip. eMail to kit.mernick@ars.usda.gov
- Request to add meeting name to FTIS. eMail to kit.mernick@ars.usda.gov
- GovTrip Authorization
 - Make reservation with GovTrip
 - Use MWA Corporate Billing Account 3015 for airfare
 - Check foreign per diem rates and apply for actual subsistence if necessary **
 - Obtain necessary signatures
 - Have traveler initial and RL sign (leave space for AD signature)
 - Have RL sign any pre-audit flags
 - Upload all signed pages to GovTrip electronic file
- eCountry Clearance and upload to MWA ATA SharePoint with legal name, official titles, final itinerary **
- Outside Funds Forms AD-1101
 - Create acceptance letter and email to dona.subatch@ars.usda.gov

**** NOTES:**

Deadlines – Submit complete packages to MWA 60 days prior to departure. If a new passport is needed submit all 75 days prior to departure.

Justification Memos – If deadlines are not met, submit a justification memo with paperwork. Less than 45 days, OSEC requires justification in GovTrip Purpose field, as well as a memo in FTIS.

Names – Use employee's legal name (no nicknames) on all travel documents; Use only official titles (from HR record) on documents.

Foreign Per Diem Rates – are changed monthly, verify rate before departure

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(Submit this page with all documents listed below)

Traveler's Name _____

Arranger's Name _____

Attached:

1. Authorization (complete and stamp signed in GovTrip)

- Initialed by traveler and RL
- Late Justification Memo if submitted to AD less than 60 days
- Upload/Scan Pre-audit flag and other approvals to GovTrip
- Coburn Report in Details field - Meeting Name, Dates, Host, website, O.F. \$\$
 - Other - Annual leave dates, deviations for personal reasons, actual subsistence, anything the location wants.
- Purpose Remarks:
 - OSEC Report – Traveler Role * Purpose (Traveler gain) * USDA Benefit
 - LATE JUSTIFICATION: (if less than 45 days)

2. FTIS Record (complete and released)

- OSEC Report (same as in GovTrip)
- Meeting name and dates
- Sponsor info and amount
- Approved by RL and released

3. eCountry Clearance Form (saved to MWA ATA SharePoint)

- Include final itinerary
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4. FTIS Country Reference Table printout

5. GovTrip FAX cover sheet

6. Visa Application

- Obtain instructions from Country Reference Table
- Photos as required on Country Reference Table

7. Outside funds package (email acceptance letter)

- Non Federal Source Report (AD-1101 p.1)
 - Traveler's original signature
- Conflict of Interest Analysis (AD-1101 p.2)
- Letter of Invitation
- Letter of Acceptance
 - e-mail a copy of the acceptance letter to Dona.subatch@ars.usda.gov

8. Passport Applications – as needed

- DS-82 Renew passport http://travel.state.gov/passport/forms/ds82/ds82_843.html
- DS-82 New issue with personal passport http://travel.state.gov/passport/forms/ds82/ds82_843.html
- DS-11 New issue without personal passport http://travel.state.gov/passport/forms/ds11/ds11_842.html

Passport Accountability – Travel Coordinator

- Verify correct passport application
- DS-4085 if additional pages are needed
- Must have 6 months validity after return to U.S.

Final Review – Travel Coordinator