

# Foreign Travel Tab Index

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# Foreign Travel Points

## **Annual Leave/Personal Days – P&P 344.2**

Annual Leave should not be longer than the official conference or official business. The limit has always been 3 to 5 days. Weekends are NOW calculated. Make sure that per diem is removed from any A/L or personal days.

“Employees...should avoid the appearance that the travel has more of a personal than an official benefit. The guideline is that leave days should not exceed the number of work days when on official travel.” J.L. Willett 3/2014

List the dates of Personal/Annual Leave in:

- FTIS record in the Remarks, and
- eCC at the bottom of the page.

## **Airfare In-Country**

Sometimes, BCD is unable to book foreign airfare (India). In those cases, the traveler is allowed to book the airfare once in country. This may complicate obtaining the Country Clearance.

## **CBA (Central Billed Account) #0000**

The CBA account is used for invitational traveler’s airfare and fees. Government employees may use the CBA for Fee only travel, if they do not have a travel card. ARS employees are required to have a travel card if they will book airfare.

- The CBA account is no longer used for foreign travel.

## **Checklist**

Use the checklist the location prefers. The checklists do not need to accompany the package uploaded into the Portal (AFMCSP) for Area office approval.

## **Country Clearance Form (OPAR)**

The Country Clearance is issued for every foreign trip whether a visa is required or not. The country clearance notifies the US Embassy in the foreign country that a government employee is in the country and where they are at all times in case of a national emergency. \*See OPAR Form

- Upload the DRAFT OPAR into the AFMCSP with the travel package
- Upload the FINAL OPAR when the trip is approved and flight arrangements are made.
- Latest version of the form may be found on AXON  
<https://axon.ars.usda.gov/Pages/Intranet%20Home.aspx>

## Destination Cities in OPAR

- List each city where lodging
- List each city of overnight en route travel
- List details of transportation used between each city where lodging

## Start Date in OPAR

- Must match the date of the flight out of the US because visas are checked at that point
- Also the departure date is the target date for NCR to return the passports with visa.

#### US Contact Information in OPAR

- Travel Arranger

#### In Country Contact in OPAR

- Contact names should be full names
- If more than one city is visited, provide either cell phone for contact or another contact
- List additional contacts as room permits
- If no contact, list the hotel information including phone number

#### Purpose of Visit – Project Description in OPAR

- List Conference Name even if listed above
  - Attend the conference and give lecture, “xxxxx”
- Be specific
  - Meet collaborators at the xxxxUniversityxxx to discuss xxxsciencexxxx
  - Visit field plots in xxxxtownxxxx
- If more than one city, list reason for each city
  - Peru: Site visit at Shane Farms
  - Salem: Attend meeting and give lecture, “xxxx” to xxxxwhoxxxx

#### Carrier Information in OPAR

- List ALL flights, leaving and returning to US and in foreign countries
- List trains, buses, rental cars, or host provided transportation
- If the in-country airfare cannot be booked by BCD (India), give as much information and explain clearly.

#### Embassy Assistance in OPAR

- 95% of the time, everything is answered NO
- If US Embassy assistance is required for armored vehicle or lodging, give details
- There may be charges for US Embassy assistance.

#### Country Clearance is Required for Departure

*WARNING: If the package is stamped APPROVED by the AD, but the country clearance is not granted prior to departure, the traveler should not be given their passport or allowed to depart. The Country Clearance (OPAR) is for their safety.*

#### **OPAR Form – DS-82 Passport Renewal**

The OPAR Form is required for DS-82 Passport Renewal, even if there is no trip planned. Complete these sections only: **A, B, C, D, H.**

# Official Passport Action Request

## Part A Action Requested (REQUIRED)

Issue Official Passport  
  Renewal of Official Passport  
  eCC only /Re-validation  
  Visa(s)  
  Amendment  
  Cancellation  
*For new or renewal of official passport without a trip, complete Part A through H.*

## Part B Employee Information (REQUIRED)

Name of Traveler (First Name Middle Name Last Name, Suffix )		Date of Birth (mm/dd/yyyy)	Place of Birth (City, State or Country)	
Official Title of Traveler			Grade	Social Security No. (Required)
Agency Name, Area Name, and Duty station (City and State)				Business Service Center    Region/Area
Email Address (Required)				

## Part C Official Passport Information (REQUIRED)

Official Passport Number	Expiration Date
UPS TRACKING INFORMATION FOR PACKAGE(S) SENT TO NCRBSC	Tracking Number:

## Part D Personal Information (REQUIRED)

<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er)
Home Address:	
City, State Zip Code:	
Home Phone Number:	Cell Number:
Security Clearance Level: <span style="color: orange; font-weight: bold; font-size: 1.2em;">MUST ANSWER</span>	Date Security Clearance Obtained:

## Part E 24/7 US Emergency Contact Information (Family member or friend) (REQUIRED)

Name:	Relationship:
Address	
City, State Zip Code:	
Phone Numbers (Home / Cell / Work)	

## Part F Purpose of Visit (REQUIRED)

Conference: <input type="radio"/> Yes <input type="radio"/> No    Conf. Name:
Mission Trip: <input type="radio"/> Yes <input type="radio"/> No    Name:
Participation: <input type="radio"/> Presenter <input type="radio"/> Instructor <input type="radio"/> Student <input type="radio"/> Collaboration <input type="radio"/> Other=
Mission funded by other: <input type="radio"/> Yes <input type="radio"/> No    Who?
Purpose of Visit /Project Description (include conference name/mission name) ~ <b>CRITICAL FOR TRAVEL:</b>

List out each country:  
 France: xxxx  
 Belgium: xxxx  
 Annual Leave: dates and location





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## Mernick, Kit

**From:** ANN.LIEW@FAS.USDA.GOV <ecc@state.gov>  
**Sent:** Wednesday, February 17, 2016 11:50 PM  
**To:** Mernick, Kit  
**Subject:** eCC - [INFO ONLY, NO ACTION] - Itinerary #1564913/SCOFIELD REQUEST GRANTED, ARRIVAL: 4/10/2016

**Importance:** High

# Request Summary

**Itinerary #:**1564913

**Date Requested:**2/16/2016

Request Summary

Travel Itinerary				
Destination Country	Destination Cities	Start Date	End Date	Status
MALAYSIA	Kuala Lumpur	4/10/2016	4/13/2016	APPROVED

## Travelers

**Name:** STEVEN R SCOFIELD

**Contact Info:** STEVEN.SCOFIELD@ARS.USDA.GOV

**Country of Birth:** USA

**Emergency Contact:** Veronique Scofield Home: 765 464-1557 / Cell: 765 4134181

**Clearance:** None

**Request Unescorted CAA Access:** No

**Additional Info:** Scott Taylor/global Engage/44-0-1865-849841/scott@globalengage.co.uk

**Other Group Members:**

None

**Agency:** Department of Agriculture/ARS

**Employment Type:** Direct Hire

**Passport Type:** Official

**Passport #:** \*\*\*\*\*

**Passport Country:** USA

Carrier Information					
Carrier and #	Mode	Departure Point	Departure Date/Time	Arrival Point	Arrival Date/Time
AMERICAN 137	AIR	DALLAS	4/8/2016 12:25:00 PM	HONG KONG	4/9/2016 6:00:00 PM
AMERICAN 8916	AIR	HONG KONG	4/9/2016 8:20:00 PM	KUALA LUMPUR	4/10/2016 12:05:00 AM
AMERICAN 8416	AIR	KUALA LUMPUR	4/13/2016 10:50:00 PM	TOKYO	4/14/2016 6:45:00 AM
AMERICAN 176	AIR	TOKYO	4/14/2016 10:40:00 AM	DALLAS	4/14/2016 8:25:00 AM

Request Details

## MALAYSIA

Clearance From	Agency/Section/Other	Arrival Date	Departure Date	Status
MALAYSIA/KUALA LUMPUR	FAS - FOREIGN AGRICULTURAL SERVICE	4/10/2016	4/13/2016	APPROVED

**Other Posts & Sections to be Informed**

**Access to Building Required?** No

Post	Section	POC at post
Destination Cities	Kuala Lumpur	<i>None</i>
VIP Visit?	No	Unescorted Access to PCC Required? No
Purpose of Visit	Will attend the Plant Genomics Congress: Asia and give a presentation on hexaploid wheat manipulation. This event is a important opportunity to further international collaboration while simultaneously gaining insight on new techniques and scientific discoveries in plant gene manipulation that will further USDA research and goals.	Fiscal Data: <i>None</i>
		Other Comments/Remarks: <i>None</i>
		Hotel Reservations? No
		Airport Assistance/Transportation? No
		Accompanying Pouch? No
		Appointment Request? No
		Other Needed Assistance? No

Hotel Accommodations					
Hotel Name	Street Address	City	Rate	Local Telephone #	Confirmation #
Renaissance Kuala Lumpur Hotel	Corner of Jalan Sultan Ismail and Jalan Ampang	Kuala Lumpur		60-3-2162-2233	

**Control Officer:** Joani Dong  
**Post:** KUALA LUMPUR  
**Email:** Agkualalumpur@fas.usda.gov; Joani.Dong@fas.usda.gov  
**Phone:** 011 603 2168 5082

**Airport Assistance / Transportation:**  
**Appointment Request:**  
**Expediter:** None  
**Other Provided Assistance:**  
**Comments:** Post notes that no Embassy/FAS assistance is requested.

**List of recipients:**

- [ACTION]-REQUEST APPROVER:  
ann.liew@fas.usda.gov  
leepin.loh@fas.usda.gov  
krishnan.suresh@fas.usda.gov
- [ACTION]-REQUEST DRAFT RESPONSE:  
kehoers@state.gov  
rodzitahi@state.gov  
greenbj@state.gov  
lundgrenth@state.gov  
millergl@state.gov  
ahnyp@state.gov  
tavakolik@state.gov  
mcreynoldsds@state.gov  
stieglerjk2@state.gov
- [INFO]-AGENCY CC:  
ecc@fas.usda.gov
- [INFO]-COUNTRY DESK:  
helmkampcd@state.gov
- [INFO]-REQUESTOR CC:

### **Early Ticketing**

Normally contract airfare is ticketed 3 days prior to departure. However, in some locations contract fares are not available and often other government fares and even non-refundable fares are available at a great cost savings. With the cost savings, comes an obligation to ticket the airfare very early and voucher the expense within 30 days.

In Concur, the Pre-Trip Voucher, another type of interim voucher, is currently being used with caution. NOTE: In the final voucher, the airfare needs to be removed and FMAD will need to remove the TMC fee.

Another TEMPORARY method to book airfare and have it ticket months prior to departure is to create two authorizations, one for airfare and one for the other expenses. Associate both authorizations in REMARKS by TA# and upload approvals to both authorizations. Airfare charged on any travel card needs to be vouchered within 30 days.

### **Foreign Currency Exchange**

Because the currency rate changes every day, the best receipt for a foreign expense is a credit card statement or the specific receipt. The traveler is responsible for providing receipts for expenses and the correct exchange rate. A currency converter site: <http://www.oanda.com>

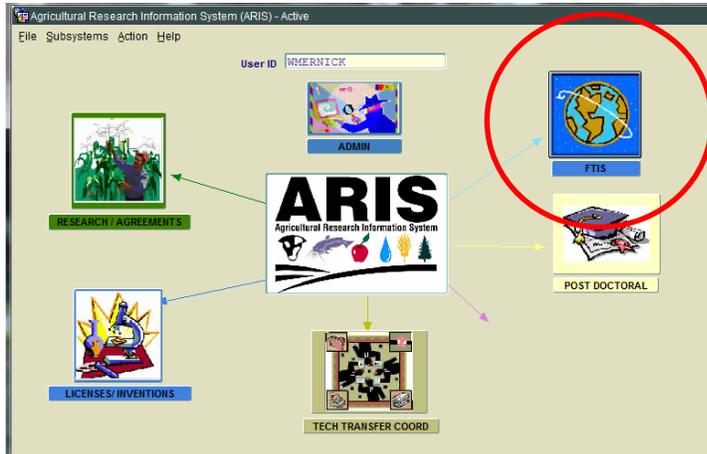
### **Frequent Flyer Miles**

The traveler does not need approval to use Frequent Flyer Miles to upgrade a seat from coach to business class at check-in at the airport. First class seats are NEVER an option because we must obtain prior approval by the Department. The employee may keep rewards associated with giving up a seat en route IF it does not delay official business and is at no additional cost to the government.

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# FTIS

## Website Overview



ARIS/FTIS Chapter 14 has more detail.



### Active

Foreign Travel Records – Open and search to amend an approved document. Make a work record of the approved document.

### Status

Foreign Travel Records – Find out where a document is in the approval process.

### Work

Foreign Travel Records & Trip Report creation. View here if at your approval level only.

### Reference Tables

- Non ARS Travelers
  - Add non-ARS traveler profiles here
- Country

- Print Country Table to be submitted with the travel package
- Share printout with traveler as needed
- International meeting Records
  - Verify (by country AND date) if meeting is listed

### **FTIS - Passport Accountability - ARS**

- Arranger should proof passport info on all forms by referring to FTIS
- Accountability Officer
  - Search twice yearly to find passports that need to be renewed or canceled.
    - Enter date 9 months from today's date
      - Expiration Date: <9/1/14
    - Renew before 6 months expire date
    - Cancel passports in the Portal (AFMCSP) via Travel Specialist if an employee resigns, retirees. Employees may request their canceled passport be returned as a souvenir
  - Passport leaves or enters the office safe
    - Input a short statement when a passport is being removed from the safe or is being received into the safe.
    - When issued to traveler, put expected return date in field
  - Accountability Note Examples:
    - 9/10/14 UPS to NCR for Japan visa 10/30/13.
    - 10/15/14 received from NCR Japan 10/30/13 visa.
    - 1/21/15 handed to traveler for Canada 1/24/14
      - fill in expected date traveler will return passport to AO office which should be 5 days after end of the trip

### **FTIS – Search for Meeting**

International Meetings and Conferences are issued a foreign meeting number, not collaborations or site visits. If the meeting was not expected, it may not have been added during the Travel Plan collection.

Search FTIS to see if the meeting is listed.

- FTIS/Reference Table
- International Meeting Records
- Action/Query Screen
- List Country name
- (Enter)
- Sort results by clicking on “Begin Date” heading

### **FTIS - Add Meeting Number**

After searching, enter an AFMCSP (Portal Request with Official name, dates, city, and country in the Travel Functional Area.

Starting some time in 2016, a Travel Plan (spreadsheet) will be collected by the Travel Specialist which lists expected foreign meeting attendance for FY2017. The Plan will be approved and forwarded to NCR to enter meeting numbers into FTIS.

- **Date order search will eliminate duplicate entries with slightly different names.**
- If the meeting is not listed, create a Portal Request (AFMCSP) in the Travel Functional Area under e-Travel.
  - Verify the meeting name on their website or printed flyer
  - Use complete name of meeting (No acronyms)
  - Official dates of the meeting
  - City, Country where meeting will take place
  - Provide website if available
- Once the meeting has been entered, and the AFMCSP ticket closed, the resolution will show the meeting number in FTIS. Search by the number in FTIS to find the meeting. **\*\*\*MAKE** sure you are searching in the correct travel year, or search by country and sort by date. Travel year is associated to the Fiscal Year.

### **FTIS – Cancel a Trip**

In the Active menu:

- Find the traveler
- Find the trip and check the box to select
- In the Action Menu choose Cancel Trip
- Confirm that you want to continue to create the work record
- A canceled trip record will move directly to the Area level for approval.

### **FTIS - Country Table Print out (see examples)**

Read the Foreign Travel Information System (FTIS) country table carefully.

- Check to see if a visa application is required, and either go to the website listed or request the form from the Travel Specialist immediately.
- Check the number of pictures needed and have them taken according to specifications.
  - They must be less than 6 months old
  - Print the traveler's last name on the back
  - Print the date the photo was taken on the back
  - WHITE background
- Look carefully for any special information that needs to be provided.
- Scan and upload the Country Table and the required documents with the travel package to the AFMCSP to allow time for TS to proof read

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

EN ENGLAND

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

Required: No

Transit Required: No

Multiple Entries: No

Valid:

Application:

Passport Signed:

Number of Photos: 0

Comments: No visa needed. The outgoing cable must include a contact name and telephone number for someone in the US and England. Must receive a response from the outgoing country clearance 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: No

Phone Numbers: No

Comments:

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

Work Days (approx.) to obtain Visa: Days

Office Hours:

Comments: 3100 Massachusetts Avenue, N.W.

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

GM GERMANY

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

Required: Yes

Transit Required: No

Multiple Entries: No

Valid: \*\*\*\*\*

Application: Traveler

Passport Signed:

Number of Photos: 2

Comments: Visa is required under the following conditions. "WORK ASSIGNMENT" of 10+ days:  
(Meetings or interactions with German Government/industry officials).  
or TDY of more than three (3) Months:  
2 forms, 2 photo's (part of Schengen Area)  
Please contact your Area Transportation Assistant (ATA) or the Travel and  
Relocation Services Branch (TRSB) for additional information.

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: No

Phone Numbers: No

Comments: The outgoing country clearance cable must include a contact name and telephone  
number for someone in the US and Germany. Must receive a response from the  
outgoing country clearance cable submitted.

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

Work Days (approx.) to obtain visa: Days  
Office Hours: 8:30-11:30 MTWTF

Comments: 4645 Reservoir Road, N.W.

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

JA JAPAN

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

Required: Yes

Transit Required: Yes

Multiple Entries: Yes

Valid: 5 YEARS

Application: Traveler

Passport Signed:

Number of Photos: 1

Comments: Use FAS link for Visa Application,

[http://www.us.emb-japan.go.jp/j/download/VISA\\_APPLI.pdf](http://www.us.emb-japan.go.jp/j/download/VISA_APPLI.pdf)

(SOCIAL SECURITY NUMBER MUST BE PLACED ON "ID NO." LINE)

1 form, 1 photo

Select length of stay-request 1 month or more on the visa application, multiple entries

Signature on app must match signature on passport.

If a transit visa is required, request on (AD-121). The outgoing country clearance cable must include a contact name &amp; telephone number for US &amp; Japan. 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: No

Phone Numbers: No

Comments: Show specific purpose of travel.

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

Work Days (approx.) to obtain Visa: 4 Days

Office Hours: 9:30-12:30 MTWTF

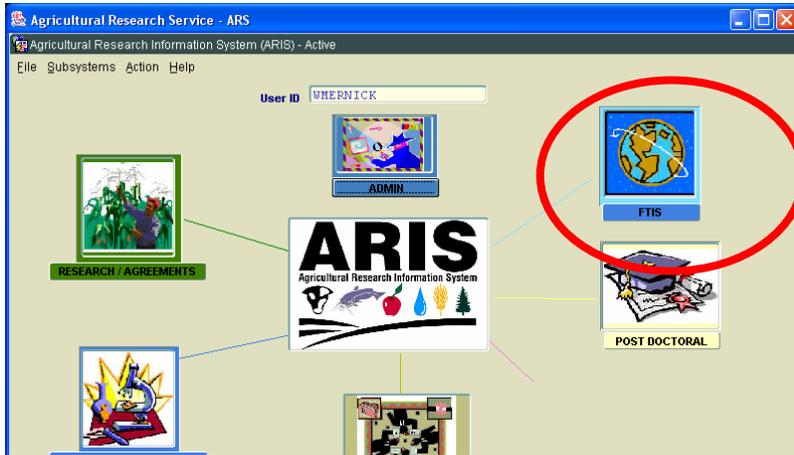
1:30-4:00 MTWTF

Comments: 2520 Mass Avenue, N.W.

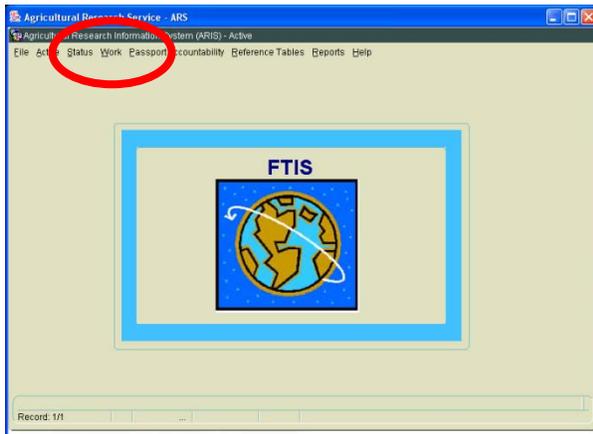
\*\*\*\*\*Page intentionally left blank\*\*\*\*\*

## FTIS - Work Record Entry

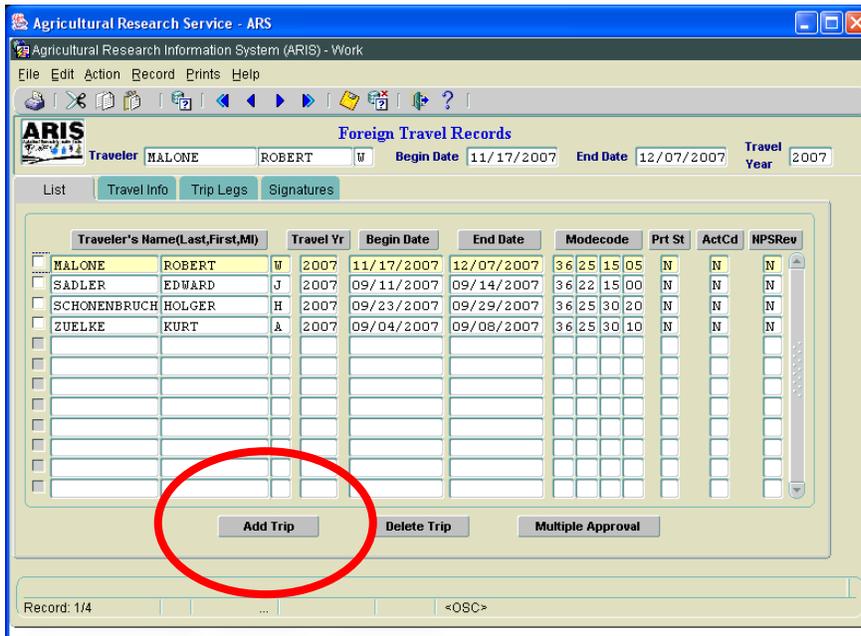
1. Click on FTIS box



2. Click on Work record



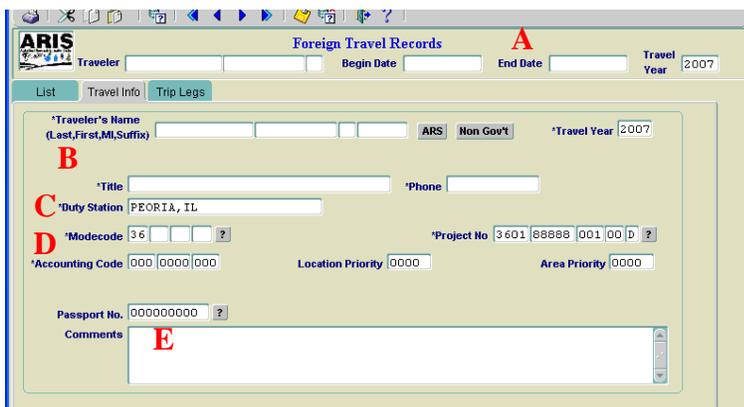
Click on Add a trip



3. Start filling out the tabs.

Travel Info Tab

- a. Begin dates
- b. Traveler Name
- c. Title, phone
- d. Mode code, project number (CRIS) and accounting used
- e. Comments field:
  - Annual Leave dates
  - If traveler is visiting several cities in one country, create ONE trip leg and list cities and dates and brief reason for being in the city.
  - However, if there are multiple meetings or multiple sponsors, each require a separate trip leg.
  - Do not duplicate information placed in any other field.



## Trip Legs Tab

Leg Code	Begin Date	End Date	Country	Primary	OSEC Data
A	06/26/2013	06/28/2013	CANADA	Y	

## Add Leg

Create ONE trip leg per country in which official business is conducted. Do not create a leg for transit. If there are TWO Sponsors for one country or they are attending TWO meetings in the country, then TWO trip legs for the one country will need to be created.

When the Leg is added, fill out the Details of each Leg.

## Details of Leg

Leg Code  Travel Year  \*Primary Purpose  \*City

\*Country

\*Begin Date  \*End Date  Duration  days

Purpose  
\*Purpose

\*Fund Source

\*Purpose Narrative

Est. Agy Cost

International Meeting  
Intl Meeting No  ?  
Title   
Begin Date  End Date   
Contrib Organ   
Organization Type  ?  
Funds Contributed  Est. Leg Cost  Action

International meeting – attendees from 3 or more countries.

## LEG – Dates

Enter the dates for this portion of travel. Do not overlap dates on two legs

### LEG – Purpose

If International Meeting is chosen, a meeting number must be added to FTIS.

### LEG – Purpose Narrative – TRAVELER’s BENEFIT/GAIN

This section needs to explain what the traveler will GAIN or LEARN from this trip. The lecture title is placed at the end of this section.

### LEG – International Meeting

If the traveler is attending an international meeting (scientific public is invited), make a request via AFMCSP (Travel Portal) to have the meeting added to FTIS. Provide:

- a. The official name of the meeting (no acronyms)
- b. The official dates of the meeting
- c. The city/state/country
- d. The website is optional

### LEG – Contributing Organization

Enter the name of the outside funds sponsor and use accurate estimates for funds contributed. The record will be returned if this section is not completed.

#### 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 – PASA funds (aid projects)

#### Contributing Organization Table

- 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

#### 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 agency
- 7 – Support other federal agency
- 8 – Requested by non-government organization (presenter, chair, etc)
- 9 – Requested by international organization (presenter, chair, etc)

When the Work Record has been signed at the location and needs to be edited, it must be returned from the level the document is waiting for approval.

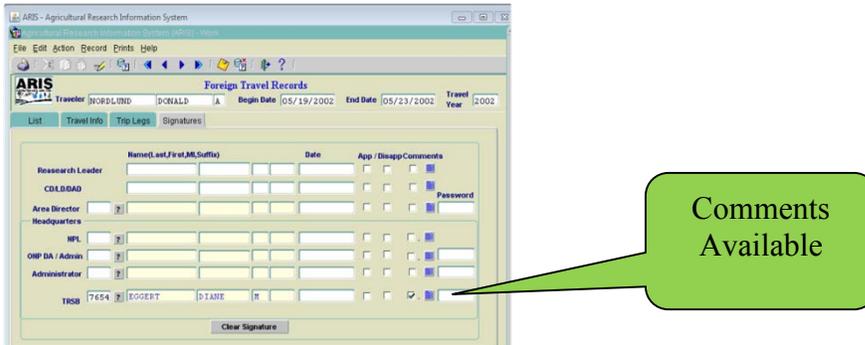
Amendment: If the Work Record is approved, open the document in Active and create a Work Record for the document.

## OSEC Report Pages

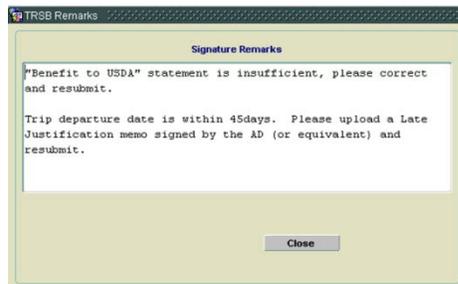
The OSEC Report is **NOT** being collected from FTIS at this time. However, this information gives the AD a better understanding of the purpose of the trip and will be more important when the Travel Plan Approval System is implemented.

## Signature Page Comments

Each signature level has the ability to enter comments into FTIS. Select the “Comments” button (next to your level) to display the Signature Remarks window.



If a file is **returned** for any reason, check the comments section for information. The comments will be displayed in a window. Once comments have been read, select “Close”.



## **FTIS - Trip Report (Final Step)**

The trip report is the final step in the foreign travel process and is created in FTIS after the traveler has returned. Copy and paste the text from MSWord.

In the ACTIVE Menu:

- Choose Trip Report
- Search for traveler by name,
- Choose the trip and check the box to left
- Choose Action Menu
- Create Work Record
- Click Continue
- Open the Work Menu
- Open Trip Report
- Paste information in the report.
- Sign the document approved and it will route to the Area office

## FTIS – Locate Status of Record

There are various submission levels, this information can be viewed under “Status”, “Foreign Travel Records”.

- RL Level-Original point of entry and/or waiting approval by RL
- CD/LD/DAD- Original point of entry and/or waiting on approval by CD/LD/DAD
- Area-Waiting approval by Area Director
- HQ waiting on approval

The screenshot shows the ARIS Foreign Travel Records interface. The table below represents the data shown in the screenshot:

Traveler's Name	Last First	Travel Yr	Begin Date	End Date	Modecode	Submission Level	Memo
BOLSTER	CARL	2010	07/31/2010	08/10/2010	64 45 05 00	Approved	
SIGNA	DONNA	2010	08/01/2010	08/28/2010	64 02 50 00	Area Level	
ADAMS	DONALD	2010	05/20/2010	06/05/2010	64 02 10 00	Area Level	
ABBAS	HAMED	2008	08/23/2008	09/04/2008	64 02 15 00	Area Level	
LOUGHRIN	JOHN	2010	07/31/2010	08/07/2010	64 45 05 00	Area Level	
COOK	KIMBERLY	2010	06/18/2010	06/26/2010	64 45 05 00	Area Level	
DAVIS JR	KENNETH	2010	07/31/2010	08/07/2010	64 02 35 00	Area Level	
LOVANH	BARB	2010	07/31/2010	08/03/2010	64 45 05 00	Area Level	
LOVANH	BARB	2010	09/05/2010	09/14/2010	64 45 05 00	Area Level	
ADAMS DE ABE	RENEE	2010	06/20/2010	06/25/2010	64 02 50 00	Area Level	
ABBAS	HAMED	2006	07/29/2006	08/02/2006	64 02 15 00	Area Level	
SISTANI	KARAMAT	2010	08/15/2010	08/21/2010	64 45 05 00	TRSB-Sent to OSEC	

To determine the status or Submission Level of your travelers, select “Status”, “Query Screen”.

The screenshot shows the ARIS Foreign Travel Records interface with the 'Query Screen' menu option selected. The table below represents the data shown in the screenshot:

Traveler's Name	Last First	Travel Yr	Begin Date	End Date	Modecode	Submission Level	Memo
ABBAS	HAMED	2006	07/29/2006	08/02/2006	64 02 15 00	Area Level	
ABBAS	HAMED	2008	08/23/2008	09/04/2008	64 02 15 00	Area Level	
ADAMS	DONALD	2010	05/20/2010	06/05/2010	64 02 10 00	Area Level	
ADAMS DE ABE	RENEE	2010	06/20/2010	06/25/2010	64 02 50 00	Area Level	
BOLSTER	CARL	2010	07/31/2010	08/10/2010	64 45 05 00	Approved	
COOK	KIMBERLY	2010	06/18/2010	06/26/2010	64 45 05 00	Area Level	
DAVIS JR	KENNETH	2010	07/31/2010	08/07/2010	64 02 35 00	Area Level	
LOUGHRIN	JOHN	2010	07/31/2010	08/07/2010	64 45 05 00	Area Level	
LOVANH	BARB	2010	07/31/2010	08/03/2010	64 45 05 00	Area Level	
LOVANH	BARB	2010	09/05/2010	09/14/2010	64 45 05 00	Area Level	
SIGNA	DONNA	2010	08/01/2010	08/28/2010	64 02 50 00	Area Level	
SISTANI	KARAMAT	2010	08/15/2010	08/21/2010	64 45 05 00	TRSB-Sent to OSEC	

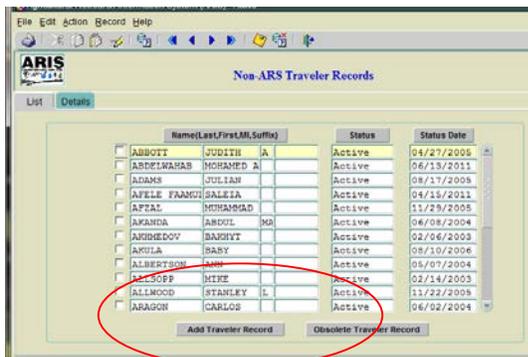
You can query for an individual traveler, or for a period of time. If searching for a travel period enter into the “Begin Date” field the date of travel you are looking for (ex. 6/1/14:12/31/14) and enter.

## NON-Government Traveler Work Record Entry

- Reference Table
- Non-Gov Traveler



### Add Traveler Record



### Provide Name and SSN



Choose from the Non-ARS traveler list when creating the Work Record.  
Search for the name you entered.

The screenshot shows the 'Foreign Travel Records' form in the ARIS system. The form includes fields for 'Traveler', 'Begin Date', 'End Date', and 'Travel Year'. Below these is a 'Query' section with a search box for 'Traveler Name (Last, First, MI, Suffix)', a 'Traveler's Title' field, and a 'Duty Station' field. There are two buttons: 'ARS' and 'Non ARS', with the 'Non ARS' button circled in red. An 'Action' section contains checkboxes for 'New', 'Cancel', and 'Revision'.

### Immunizations

The traveler is responsible for checking for and obtaining necessary immunizations. Check with the Center for Disease and Control at <http://www.cdc.gov/travel/index.htm> and choose the Destinations Link. The expense is reimbursable on SF-1164, and free in Federal facilities.

### Itinerary Changes

If the itinerary changes after the document was stamped FG TRVL COORD APPD, provide the latest (final) Country Clearance Form (OPAR) to the TS in the AFMCSP as soon as possible. Changes to the itinerary after the trip has been submitted to NCR Headquarters, could cause a delay in clearance and visas. The traveler is not to be given the passport to depart until the eCC is approved.

### Late Justification Memo – Less than 30 Business Days for NCR

We were previously using this as 30 calendar days, it has been changed to 30 business days which puts it at 45 calendar days.

- Submit with travel package via the AFMCSP
  - Once approved by the AD, it will be forwarded to NCR via the Portal

March 04, 2015

**30 BUSINESS DAYS (45 WORKING DAYS)**

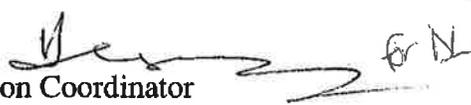
**SUBJECT:** Processing Country Clearance less than 30 Days from Departure – Ediane Silva

**TO:** Sherona Hopkins  
SUPVY FINANCIAL SPECLST (TRVL & RELO)

**THROUGH:** Robert Matteri  
Area Director, USDA-ARS-Midwest Area

jl.willett@usda.gov  
a.gov

Digitally signed by  
jl.willett@usda.gov  
DN: cn=jl.willett@usda.gov  
Date: 2015.03.05 12:59:21 -08'00'

Dr. Donald C. Lay Jr.   
Research Leader, Location Coordinator

**FROM:** Dr. Ediane Silva   
Research Animal Scientist

I am writing to request processing country clearance less than 30 day from my departure to the Federal University of Goias, located in Goiania, Brazil, for a presentation on bovine tuberculosis, melioidosis, and glanders and to give an overview on animal pre-harvest food safety. The presentation will take place April 6-10, 2015. I will need to depart on April 4<sup>th</sup> arriving April 5<sup>th</sup> and returning to the United States on April 10<sup>th</sup>. The tardiness is due to the request coming in late on February 12, 2015. After the request came in we needed additional time to collect the necessary paperwork.

The Federal University of Goias has requested for me to lead discussion about animal health and pre-harvest food safety. I will meet with Federal University of Goias faculty and students to discuss my USDA research and its benefits.

Thank you for your time and consideration of this request.

## Non-refundable / Discount Tickets on Foreign Travel

Not all discount tickets are non-refundable. If the traveler wishes to purchase non-refundable fares, you must be VERY CAREFUL with the flights you choose. The area approval process could take more time than you expect. Non-refundable fares are approved at the Fund Holder's level (RL) because it is a budget risk. The form signed by the traveler and the RL does not need to be included with the package submitted to the AD or uploaded to the AFMCSP.

Many foreign airlines require immediate ticketing. Read FARE RULES under each flight before booking them or ask the BCD representative to read the FARE RULES to you.

### Suggested steps to follow:

- Provide an educated estimate of the airfare costs.

*NOTE: Provide the TS the FINAL country clearance itinerary if the flight times or numbers change.*

**Research, Education and Economics  
Acknowledgement of Responsibilities for the  
Purchase of **Non-refundable** Common Carrier Transportation**

\_\_\_\_\_ is requesting purchase of non-refundable ticket for travel from \_\_\_\_\_  
(origin)

to \_\_\_\_\_, on \_\_\_\_\_.  
(destination) (dates of travel)

**Government Contract Airfare:** \_\_\_\_\_.

**Restricted Airfare:** \_\_\_\_\_.

**We have read and understand the following:**

- Government contract fares, where available, are to be used unless an exemption applies.
- The ticket requested is non-refundable/restricted and that there may be service charges and additional costs that must be paid if changes are made after the tickets are issued. The traveler and authorizing official/fund holder recognize the potential financial risk to the agency should the agency cancel the above listed travel after the purchase of a non-refundable ticket.
  - If changes to travel are ordered by the agency, any additional costs are paid from the authorizing official/fund holder's budget.
  - The traveler is responsible for any costs that result from cancellation or changes to the ticket that are not related to official travel or that are made for personal convenience. The traveler is responsible for any costs associated with this ticket if this form is not signed by the fund holder/authorizing official.
- Non-refundable tickets must be used in accordance with REE Policy.
- Non-refundable fares require immediate ticketing, upon request to the travel agent.
- Non-refundable tickets, upon issuance, are charged immediately to the travel charge card account used for payment.
  - If this ticket is charged to the traveler's individually-billed travel charge card account, the traveler recognizes the responsibility to pay the ticket cost when the travel charge card bill is due, and realizes that this bill may be due prior to the end of travel or before reimbursement of the cost of the ticket.
  - If this ticket is charged to the agency GVTIS account, the authorizing official/fund holder recognizes that the cost of the ticket may be obligated and paid from their organization's fund balance and realizes that this obligation and payment may occur prior to or before the end of travel. (Fares may only be charged to the GVTIS account for foreign travel or if the traveler does not have an individually billed Government travel charge card.
- The traveler recognizes the responsibility to understand the fare restrictions and rebooking rules for the ticket being requested. Some airlines require cancellation, rebooking and reissue of tickets PRIOR to the departure of the original outbound flight and/or continuing flights. Failure to do so may result in the entire ticket value being lost.

**I have considered the government contract airfare for this travel and request a nonrefundable/restricted fare because \_\_\_\_\_.** I understand the above responsibilities and authorize my travel office to purchase non-refundable common carrier ticket for the travel listed.

**Employee (Traveler) Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**I authorize the use of non-refundable/restricted fare for the travel and traveler listed above. I understand the agency responsibilities for the use of this ticket and the risk to the government if the travel is canceled or changed.**

Authorizing Official/Fund holder Signature

Date

This signed document should be part of the uploaded approvals in the authorization. Approved by the fund holder at the location. It does not need to be uploaded to the AFMCSP for AD approval.

## **Passport**

Official passports are the property of the USDA. The traveler cannot be handed their passport until both the visa and the country clearance has been given for that particular trip. The country clearance is given by the US Embassy in the destination country and ensures the traveler's safety. The traveler is expected to return the passport to the tracking official within 5 days of return from their trip.

## **Tracking - (See FTIS section)**

Official passports are tracked in the FTIS Passport Accountability record. The holding official makes note in the program when received at their location, when handed to the traveler, and when it is expected to be returned.

The passport must be valid for 6 months after the return to the US.

Search:

Passport Accountability Menu

- Search
- Name
- Valid till dates

## **DS-82 Renew a passport Online Application**

If the Traveler has an official passport or personal passport for i.d.

- DS-82 Form (allow minimum of 45 days) with either a government or personal passport as identification.
- If less than 45 days, provide a rush passport memo. .
- Provide 2 passport photos with WHITE background, according to guidelines.
- Sign and date the form (blue ink is preferred)
- Print on 2 one-sided pages
- No cross outs or white out sections are allowed on the form

**Submit the DS-82 Application package for Travel Specialist review in the AFMCSP (Portal).**

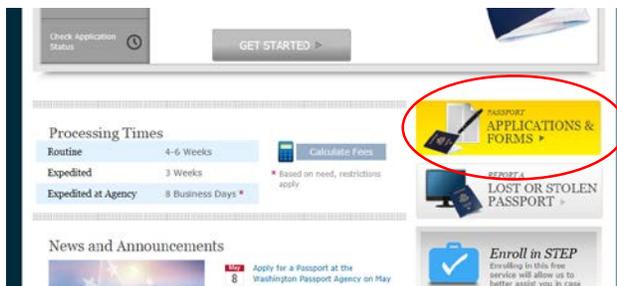
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# Passport Renewal

[http://travel.state.gov/passport/forms/forms\\_847.html](http://travel.state.gov/passport/forms/forms_847.html)



Click on APPLICATIONS & FORMS



SCROLL to the bottom of the next page - Click on DS-82

## Passport Applications

- **DS-11:** Application for a U.S. Passport (for all first-time applicants, all minors, and applicants who are not eligible to use the DS-82)

[COMPLETE ONLINE & PRINT](#) [COMPLETE BY HAND](#)



Watch this video on how to apply in-person for an adult U.S. passport!

- **DS-82:** U.S. Passport Renewal Application for Eligible Individuals (By Mail)

[COMPLETE ONLINE & PRINT](#) [COMPLETE BY HAND](#)

- **DS-3504:** Application for a U.S. Passport - Name Change, Data Correction, and Limited Passport Replacement

[COMPLETE ONLINE & PRINT](#) [COMPLETE BY HAND](#)

- **DS-4085:** Application for Additional Visa Pages

[COMPLETE ONLINE & PRINT](#) [COMPLETE BY HAND](#)

Click checkbox "I have read..." and submit.

Choose Complete form Online. Click Submit

## OCCUPATION:

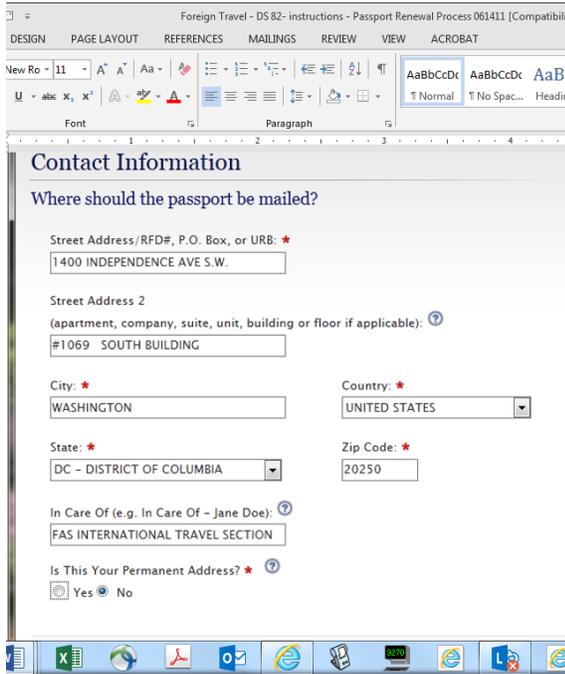
List your official title, not an abbreviated version.

### Examples:

Res Chem ----- should be Research Chemist

RL ----- should be Supervisory Research Chemist

**WARNING: FOLLOW INSTRUCTIONS BELOW CAREFULLY!!!!!!**



Where should the passport be mailed?

Street Address/RFD# or PO Box:  
**1400 INDEPENDENCE AVE S.W.**  
Street Address 2: **#1069 SOUTH BUILDING**  
City: **WASHINGTON**  
Country: **UNITED STATES**  
State: **DC – DISTRICT OF COLUMBIA**  
Zip: **20250**  
In Care of:  
**FAS INTERNATIONAL TRAVEL SECTION**

Is this your permanent Address: **No**

(An address block for your residence will open once this is saved, complete it)

Enter all required fields that have a **RED (\*)**

Continue completing the rest of the personal information.

Travel Plans....

If you have a trip coming up in 6-8 weeks enter the trip information.

If you do NOT have a trip coming up, enter a FAKE trip to Canada with a date in 8 weeks away.



Click "Next"

Please complete this section with family member or friend info.

Who should we contact in case of an emergency?

First & Last Name: [?](#)

Street Address / RFD# Or P.O. Box: [?](#)      Apt/Suite#:

City: [?](#)      State: [?](#)  
     

Zip Code: [?](#)      Telephone Number (no dashes): [?](#)  
     

Relationship: [?](#)

[<< Previous](#)      [Next >>](#)

Do you have a passport?

Choose Passport Book if this is a renewal or if this is a NEW application with a personal passport that will be submitted for identification.

It will appear that you need to submit \$110, but the Federal Government will cover those costs.

Continue form.

## Choose Passport Book (\$110)

### Passport Options

**Passport Book (\$110):** [?](#) \$110

52 Page Book (Non-Standard)

The Non-Standard Passport 52-page book is for those who frequently travel abroad and is recommended for applicants who have previously required the addition of visa pages.

**Passport Card (\$30):** [?](#)

The U.S. Passport Card **CANNOT** be used for international air travel. This travel document can be used to enter the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry.

**Passport Book & Card (\$140):** [?](#)

## Note:

**\*U.S. Government Employees and U.S. Military Personnel:** If your federal agency or military branch travel coordinator has instructed you to apply for a no-fee passport for official government travel, please *select Passport Book ONLY* and continue.

[<< Previous](#) [Next >>](#)

## Print the Form and sign it in **BLUE INK**

I have read and acknowledge the steps and information contained above.

### 1. Create Form

This will generate your passport application(s) form as a pdf file. Review the .pdf file for accuracy and completeness. When finished, print this form.

[Create Form](#)

\* [Adobe Acrobat](#) is required

### 2. Start New Application

This will return you to the beginning of the Wizard so you may complete another form. Note: Please be sure to create your current form before proceeding.

[Start New Application](#)

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United States  
Department of  
Agriculture

Farm and Foreign  
Agricultural  
Services

Foreign  
Agricultural  
Service

1400 Independence  
Ave, SW  
Stop 1063  
Washington, DC  
20250-1063

**Passport Renewal  
Late Justification:**

**February 19, 2016**

**TO: Battie Stewart  
PPT/WNS/SO**

**FROM: Sylvia M. Wynn  
International Travel Section**

**SUBJECT: Official Passport Request – Julia F. Ridpath**

**Personal passport #820666666 issued August 28, 2010, and expires August 27, 2015, two photos, and DS-82 with request for a new official passport.**

**Dr. Ridpath is a Research Microbiologist for the Agricultural Research Service, USDA, and has been requested travel to Menangle, NSW, Australia, on May 12, 2015. She was requested to travel because of her knowledge and expertise.**

**It would be greatly appreciated if the official passport could be expedited and issued to her by \_\_\_\_\_ so that the traveler could sign her new official passport and send it back to NCR to obtain the visa and be returned to the location in time to depart on May 12, 2015.**

**If further information is desired, please call 720-7815.**

- \* Use this memo if less than 45 business days to renew
- \* Itinerary **MUST** Accompany the memo
- \* Use memo as is...
  - Their names, stationery, phone numbers
  - Leave blank line in the last paragraph
- \* Upload memo to the AFMCSP (Portal)

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# Per Diem

## Domestic Per Diem – GSA

<http://www.gsa.gov/portal/content/104877>

Rates are set by fiscal year, effective October 1 each year or as necessary. Concur pulls in the correct rates, but for cost comparisons, you may need to find information.

Locate current rates in the continental United States ("CONUS Rates") by searching city and state (or ZIP code), or scroll down the page to click on a state in the map.

M&IE Breakdown LINK is on the left side of page

If the city or county is not listed out, use the Standard Rate.

You searched for: **Illinois**

Primary Destination (1, 2)	County (3, 4)	Max lodging by Month (excluding taxes)												M&IE (5)		
		2015			2016											
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep			
Standard Rate	Applies for all locations without specified rates	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$51
Bolingbrook / Romeoville / Lemont	Will	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$54
Chicago	Cook / Lake	\$212	\$212	\$141	\$141	\$141	\$160	\$160	\$200	\$200	\$200	\$200	\$212	\$212	\$74	
O'Fallon / Fairview Heights / Collinsville	Bond / Calhoun / Clinton / Jersey / Macoupin / Madison / Monroe / St. Clair	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$54	
Oak Brook Terrace	Dupage	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$59	

## Meal & POV Rates

Also, on this site, in the first paragraph of text, the new [Per Diem tool](#) will list out the meal breakdown and the POV mileage rates.

Per Diem	Meals & IE	Airfares	Hotels	POV Mileage
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# Foreign Per Diem – Department of State (DoS)

<http://www.defensetravel.dod.mil/site/perdiem.cfm>

**Per Diem Rates**

Calculation of travel per diem rates within the Federal government is a shared responsibility of three organizations:

- The General Services Administration (GSA)** prescribes rates for the Continental U.S. GSA updates the Continental U.S. rates once a year, or as necessary. Normally the rates are updated at the start of the new fiscal year. If a uniformed member or DoD federal civilian has questions regarding the adequacy of per diem rates, please see [Per Diem Rate Review](#) under Frequently Asked Questions (FAQs) for appropriate procedures. All non-uniformed and non-DoD federal civilians with questions should email GSA at [travel.policy@gsa.gov](mailto:travel.policy@gsa.gov) or go to [Contact information for Travel Management Policy](#).
- The Department of State (DoS)** prescribes rates for foreign overseas locations and updates these rates at the beginning of every month. If you are a uniformed member or DoD federal civilian and have questions regarding the adequacy of per diem rates, please see [Per Diem Rate Review](#) under Frequently Asked Questions (FAQs) for appropriate procedures. All non-uniformed and non-DoD federal civilians should contact the Office of Allowances at [AllowancesO@state.gov](mailto:AllowancesO@state.gov) / 202-663-1121.
- DTMO** prescribes rates for Overseas Non-Foreign areas (e.g., Alaska, Hawaii, Guam, Puerto Rico etc.) at least once a year. The Per Diem Committee adds DoD unique footnotes, DoD installations, and proportional meal rates to rates published by DoS, GSA and DTMO.

To calculate per diem for the contiguous 48 states and for Non-foreign and Foreign areas outside the contiguous 48 states, visit the [Per Diem Rates Query page](#).

**QUICK LINKS AND RESOURCES**

- [Per Diem Rates Query](#)
- [Per Diem Rate Files](#)
- [CONUS Changes](#)
- [OCONUS Changes](#)
- [Meal Breakdown Tables \(non-DoD\)](#)
  - CONUS Locations
  - Foreign & Non-foreign OCONUS Locations
- [Survey Instruments](#)
- [Per Diem FAQs](#)
  - Per Diem Rate Review
  - Per Diem Meal Breakdown
  - Per Diem - First and Last Days of Travel
  - Proportional Meal Rate
  - Flat Rate Per Diem for Long Term TDY

Per Diem Query

M&IE Breakdown

M & IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$1	0	0	0	1
\$2	0	0	1	1
\$3	0	1	1	1
\$4	1	1	1	1
\$5	1	1	2	1
\$6	1	2	2	1
\$7	1	2	3	1
...	...	...	...	...

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Per Diem rates for foreign overseas locations are updated at the beginning over every month.

**Per Diem Rates Query**

**CONTIGUOUS UNITED STATES**

Updated: 12/28/2015  
[View summary of changes](#)

**STATE:** STANDARD CONUS RATE

**FISCAL YEAR:** 2016

FLAT RATE PER DIEM FOR TDY OVER 30 DAYS

INCLUDE ALL CITIES AND TOWNS

INCLUDE MILITARY INSTALLATIONS

**CALCULATE**

For unlisted locations, use the [CENSUS County Look-up site](#).

**OUTSIDE CONUS, Non-Foreign Overseas and Foreign**

Updated: 01/29/2016  
[View summary of changes](#)

**COUNTRY/STATE:** (incl. Alaska & Hawaii) HAWAII

**PUBLISHED:** 01 FEB 16

FLAT RATE PER DIEM FOR TDY OVER 30 DAYS

INCLUDE MILITARY INSTALLATIONS

**CALCULATE**

## Foreign Per Diem for Belgium

A long term assignment lists a reduced rate. Notice the effective date. If the expenses are known beforehand, the first 30 days TDY could be negotiated as well.

- Foreign Lodging includes the taxes
- Foreign Incidentals includes laundry and dry cleaning

Locality	Seasons (Beg-End)	Full Locality Rate 100% TDY length is 30 days or less			75% Flat Rate TDY length is 31 - 180 days			55% Flat Rate TDY length is 181 days+			Effective Date
		Lodging	M&IE	Maximum Per Diem	Lodging	M&IE	Flat Rate Per Diem	Lodging	M&IE	Flat Rate Per Diem	
ANTWERP	01/01-12/31	183	101	<b>284</b>	137.25	75.75	<b>213.00</b>	100.65	55.55	<b>156.20</b>	04/01/2015
BRUGGE	01/01-12/31	124	88	<b>212</b>	93.00	66.00	<b>159.00</b>	68.20	48.40	<b>116.60</b>	04/01/2015
BRUSSELS	01/01-12/31	167	131	<b>298</b>	125.25	98.25	<b>223.50</b>	91.85	72.05	<b>163.90</b>	04/01/2015
DIEGEM	01/01-12/31	167	131	<b>298</b>	125.25	98.25	<b>223.50</b>	91.85	72.05	<b>163.90</b>	04/01/2015
KLEINE BROGEL	01/01-12/31	110	77	<b>187</b>	82.50	57.75	<b>140.25</b>	60.50	42.35	<b>102.85</b>	04/01/2015
LIEGE	01/01-12/31	135	73	<b>208</b>	101.25	54.75	<b>156.00</b>	74.25	40.15	<b>114.40</b>	04/01/2015
ZAVENTEM	01/01-12/31	167	131	<b>298</b>	125.25	98.25	<b>223.50</b>	91.85	72.05	<b>163.90</b>	04/01/2015
[OTHER]	01/01-12/31	78	68	<b>146</b>	58.50	51.00	<b>109.50</b>	42.90	37.40	<b>80.30</b>	04/01/2015

### FTR - §301-11.27 Are taxes included in the lodging portion of the Government per diem rate?

No. Lodging taxes paid by you are reimbursable as a miscellaneous travel expense limited to the taxes on reimbursable lodging costs. For example, if your agency authorizes you a maximum lodging rate of \$50 per night, and you elect to stay at a hotel that costs \$100 per night, you can only claim the amount of taxes on \$50, which is the maximum authorized lodging amount. This section is effective January 1, 1999, for CONUS locations and effective January 1, 2000, for non-foreign areas. For foreign areas, lodging taxes have not been removed from foreign per diem rates established by the Department of State. Separate claims for lodging taxes incurred in foreign areas are not allowed.

From the US Dept. of State website for Foreign Per Diem Rates. (scroll down)

[https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

Separate amounts are established for lodging and meals plus incidental travel expenses (M&IE). The maximum lodging amount is intended to substantially cover the cost of lodging at adequate, suitable and moderately-priced facilities. The M&IE portion is intended to substantially cover the cost of meals and incidental travel expenses such as laundry and dry cleaning. The maximum per diem rates for foreign countries are based on costs reported in the Hotel and Restaurant Survey (Form DS-2026) submitted by U.S. government posts in foreign areas. This report includes prices for hotel rooms and meals at facilities representative of moderately priced and suitable hotels and restaurants most frequently used by typical Federal travelers. The lodging portion of the allowance is based on average reported costs for a single room, including any mandatory service charges and taxes. The meal portion is based on the costs of an average breakfast, lunch, and dinner at facilities typically used by employees at that location, including taxes, service charges, and customary tips. The M&IE rate is based on these meal

costs plus an additional amount, equal to 10% of the combined lodging and meal costs, to cover incidental travel expenses.

**§301-11.31 Are laundry, cleaning and pressing of clothing expenses reimbursable?**

Yes. The expenses incurred for laundry, cleaning and pressing of clothing at a TDY location are reimbursable as a miscellaneous travel expense. However, you must incur a minimum of 4 consecutive nights lodging on official travel to qualify for this reimbursement. Laundry and dry cleaning expenses have not been removed from foreign per diem rates established by the Department of State, or from non-foreign area per diem rates established by the Department of Defense. **Separate claims for laundry and dry cleaning expenses incurred in foreign areas and non-foreign areas are not allowed.**

### **Rest Day for 14 hours of travel**

If travel takes 14 hours or longer, the traveler is entitled to at least 10 hours of rest before they start conducting business. They are NOT entitled to 24 hours. If they are not able to have at least 10 hours of rest, the traveler may request permission to purchase Business Class tickets by memo to the Director of AFM through the TS and AD.

The OCFO has determined that we (ARS) will not provide Business Class unless there is less than 10 hours between touchdown of the aircraft and the time the employee is to report for duty at the TDY location. So, if the airplane arrives at 9:59 PM (local time at the TDY location) and the employee is to report for work at 8 AM the next morning, no business class request will be considered because there is more than 10 hours between touchdown and report for duty time.

And remember, this regulation allows the request, it does not guarantee the approval. We do not need approval for the use of personal FF miles to upgrade to Business Class.

### **§301-11.20 May my agency authorize a rest period for me while I am traveling?**

(a) Your agency may authorize a rest period not in excess of 24 hours at either an intermediate point or at your destination if:

- (1) Either your origin or destination point is OCONUS;
- (2) Your scheduled flight time, including stopovers, exceeds 14 hours;
- (3) Travel is by a direct or usually traveled route; and
- (4) Travel is by coach-class service.

(b) When a rest stop is authorized the applicable per diem rate is the rate for the rest stop location.

### **Security Clearance**

National Security Positions within the Federal Government require designation on the OPAR form. Very few in ARS have a National Security Position, and no one is required to obtain a clearance. The categories are:

- None
- FSN SBC
- Interim/Temporary Secret
- Secret
- Interim/Temporary top Secret
- Top Secret

### **Taiwan**

Taiwan does not recognize the US official passports and anyone traveling there will need to use their personal passport. However, a country clearance is still required.

## Visa Application

### Days to Obtain a Visa ... after MWA AD Approval

The country table may say 5 days to obtain a visa, but to get a true picture of how long it takes, factor in the rest of the time needed for processing:

After the trip is approved by the AD, documents are proof read by TS, and if there are no mistakes, unclear information, or omissions anywhere, the package is forwarded to NCR

- 1 day - TS to give final proof to all documents, and email permission for location to UPS to NCR
- 2 day – Travel Headquarters (NCR) will receive and proof and send to FAS
- 1 day - FAS receives and proofreads
- 2 day – State Department review for some countries
- 1 day - FAS gives to morning courier
- 5 days - Embassy receives, proofs and processes the visa
- 1 day - Embassy gives to the morning courier to take to FAS
- 1 day - FAS receives, opens and checks issuance in passport
- 1 day - FAS sends to travel headquarters (NCR) via courier \*\*
- 1 day - Headquarters receives and puts in UPS to the location\*\*
- 1 day - Location receives and notifies the traveler when to pick up

## Visa DO's and DONT's

- Follow the instructions in the ARIS/FTIS Country Table to locate the current visa application
- Name listed must match the passport exactly
- Title must match the official ARS title (NOT RL or Res Chem)
- If more than one country, allow extra time for processing
- Australia issues an electronic visa and does not require passport submission to NCR.
- Some countries have specific requirements for their visa photos, read the Country Table and application carefully.
- Do **NOT** attach photos to the visa application (Except Brazil – electronic attachment)
- No corrections or cross outs are allowed
- If possible type the application, and capital letters are easier to read
- If the application is handwritten, NCR may return it.
- Watch the date format in the application
- Original signature only, no scans or electronic signatures are accepted by FAS

### Visa – NON-US Citizen

- Non-US Citizens will travel with their personal passport. However, we will still obtain the eCC.

### Visa – Personal Travel

- If a Federal Employee is on personal time at any time during the official trip, they will need their personal passport and visa.

### Visa Application – Assistance for Personal Travel

<http://cibtvisas.com/> is a location where a Federal employee may obtain help applying for a personal visa.

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