

FTIS - Foreign Travel Request Form

Make copies of this form and complete ALL information for EACH leg of the trip.

TRAVELER NAME:	
CITY/COUNTRY:	
TRAVEL DATES:	
NAME OF MEETING:	
DATES OF MTG:	
TITLE OF PAPER:	

SELECT ONE FROM EACH BOX BELOW:

PURPOSE CODE:

- 01 PRESENT PAPER AT INTERNATIONAL MEETING
- 02 ATTEND INTERNATIONAL MEETING WITHOUT PRESENTING PAPER
- 03 TRAINING
- 04 SUPPORT ARS RESEARCH PROGRAM
- 05 TRAVEL OF FOREIGN BASED PERSONNEL TO SUPPORT ARS PROGRAMS
- 06 SUPPORT OTHER USDA AGENCIES
- 07 SUPPORT OTHER FEDERAL AGENCY
- 08 REQUESTED BY NON-GOVERNMENT ORGANIZATION
- 09 REQUESTED BY INTERNATIONAL ORGANIZATION

FUND SOURCE:

- 01 ARS APPROPRIATED FUNDS
- 02 REIMBURSEMENTS FROM OTHER USDA AGENCIES
- 03 REIMBURSEMENTS OTHER FEDERAL AGENCIES
- 04 PAYMENT IN KIND OR FUNDS FROM NON-GOVERNMENT SOURCES
- 05 SPECIAL FOREIGN CURRENCY
- 06 PASA FUNDS (AID PROJECTS)

ORGANIZATION TYPE:

- 01 OTHER USDA AGENCY
- 02 OTHER FEDERAL GOVERNMENT AGENCY
- 03 FOREIGN GOVERNMENT ORGANIZATION
- 04 INTERNATIONAL ORGANIZATION/ASSOCIATION
- 05 FOREIGN UNIVERSITY
- 06 AMERICAN UNIVERSITY
- 07 AMERICAN NON-PROFIT ORGANIZATION/ASSOCIATION
- 08 PERSONAL FUNDS
- 09 FOR PROFIT ORGANIZATION/ASSOCIATION

COMPLETE INFORMATION IN EACH OF THE BLOCKS LISTED BELOW:

PAYMENT IN KIND - SPONSOR DETAILS

If the trip will be sponsored, please insert the complete name, address, and phone number of the entity and list what the sponsor is offering to pay (airfare, lodging, etc.). A letter of offer will also need to be provided to request approval.

NAME:

ADDRESS:

Phone & Email:

Attach the letter of offer with details of WHAT exactly are they offering to pay (airfare, meals, lodging, etc.) and HOW are they planning to pay (payment in kind or reimbursable).

PURPOSE OF TRAVEL:

The "Purpose of Travel" is all about the traveler, what they hope to gain/learn from attending this event or research work.

Sufficient Response:

Present at the CO2 Assimilation in Plants: Genome to Biome. Information to include basic plant research related to photosynthesis, including the regulation, partitioning, and engineering of carbon assimilation. The 2011 conference will also emphasize the central role of carbon assimilation by plants for development of new sources of bioenergy and for achieving food stability and security.

Insufficient Response: Present Research

Per the Office of the Secretary (OSEC) the following sections must be completed to receive approval of ALL foreign travel.

ROLE OF TRAVELER:

The role of the traveler should specifically state the tasks and/or responsibilities of the traveler as they relate to the individual leg of the trip.

The Role of "Presenter" will take precedence over the role of "Technical Expert" if a presenter; include the name of the presentation either in the "Role" or "Purpose" fields.

If "Technical Expert" include their technical expertise. Most travel will fall under these two categories, if neither of these roles fit the trip, explain the significance of their role.

Sufficient Response: Technical Expert-Agricultural international collaborations between the US and Pakistan

Insufficient Response: Attending conference

PLEASE NOTE THAT SPACE IS LIMITED TO APPROXIMATELY 2 LINES OF TEXT FOR THIS FIELD.

Benefit to USDA:

The benefit to USDA must be clearly stated and concise. Make it meaningfully, simply being invited to attend an event is not sufficient; the justification must indicate how the travel or attendance at a meeting or conference will specifically benefit the mission of the Agency and USDA. Simply stating that the trip ties in to a USDA or ARS priority is not sufficient. There needs to be an explanation of how the trip ties into the priority and how it provides a benefit under that priority. Put the MOST important statement at the top and then explain as needed.

The Benefit to USDA is all about USDA, replace ARS, Location, I, we, travelers name etc. with USDA. Do not include research numbers, or USDA priorities.

COMMENTS:

If personal days or leave will be taken the dates **must** be entered in the Comments section of the FTIS request. Once document is printed in will be in the Remarks Section.

When taking personal days/leave in conjunction with official travel (foreign or domestic travel) up to five additional non-duty days (no more), including holidays and weekends, may be authorized, **not to exceed** the number of official business days (i.e. meeting /conference days – if meeting is 2 days then only 2 days of personal time can be used.). The official business days do not include travel days or a rest day, it is meeting days only. The travel authorization will be for the official time only, we do not include the personal/leave days. Personal / Non-duty days may not be arranged through the Concur system or the Travel Management Center (TMC) which is BCD. Once airline tickets have been issued the traveler must work directly with the airlines to make changes.