FOREIGN TRAVEL CHECKLIST

Traveler’s Name _____________________________
Country ________________________________
Due 60 Days (calendar days) prior to departure
Dates of Travel ____________________________
Sponsored Travel YES_________ NO_________ Passport Renewal w/trip add 8 wks to above 60 Days

- Passport – Expiration Date (must have 6-month validity from return trip date) Expiration Date ____________________________
- Country to be visited requires a Visa ______ Portal Ticket # ________________________ eCC ______ Portal Ticket # ________________________
- ARS Mission Critical International Travel Request Approval – Date Approved ____________________________
- Concur Travel Authorization
  - Upload ALL approved documents
- ATIS Country Visa Reference Table or FAS Website - https://www.fas.usda.gov/international-travel/obtain-visa
- ATIS Record
  - OSEC Remarks (Role*Purpose*and Benefit to USDA)
  - REMINDER:
    - Project Number, Accounting Code
    - If outside funds: Agency Cost, Contributed Cost
  - Supervisor Approval
- Visa Application, per ARIS ATIS Country Visa Reference Table or FAS Website
  - Type in ALL Caps
  - Photo, with traveler’s name PRINTED on back, plus date photo was taken
  - Money Order, as required
  - OPAR-B (Official Passport Action Request)
    - Include UPS airbill number of passport being sent forward to NCRBSC
    - Include whether cell phone works internationally
      - i.e. works internationally or does not work internationally, include personal email address
  - UPS label to FMAD
  - UPS Return Label (for Passport/Visa returned to location)
- Once Travel Specialist approves; HOLD UNTIL WE ARE INSTRUCTED FROM FMAD TO SUBMIT; travel arranger will be instructed to send Visa Application w/original signature and current date, photos, along with passport and any other required documents to TPSB
- Outside Funds
  - Letter of Invitation
    - Letter must include: Name of Sponsor/Company/University, date of event, purpose of travel, costs to be covered, return address, whether payment in-kind or reimbursed
  - AD1101, Approval and Report of Travel Funds Received from Non-Federal Sources
    - Conflict of Interest Analysis (answer questions 1-6)
      - Signed by Traveler and Supervisor (digital signatures accepted)
  - Letter of Acceptance
    - Signed by RL, CD, or AD.
  - If traveler (SES, STS, SSTS) MUST include meeting itinerary
    - Allow 15 days for SES Ethic’s approval
- OPAR-A - Official Passport Action Request for Visa or Country Clearance
  - MUST include ALL transportation in foreign country – air, train, bus, etc.
- CTAT – Counter Threat Awareness Training, this replaces the HTSOS, if the HTSOS is still valid (5 years) no need to take this course. Date _______________
- HTSOS – High Threat Security Overseas Seminar, Valid for 5 years. Date _______________
- STEP – Register trip in Smart Traveler Enrollment Program (STEP), STEP allows State Department to push safety and security info to travelers. Date _______________
- ARS INTERNATIONAL ENGAGEMENT AND TRAVEL AWARENESS TRAINING – Required annually beginning October 1, 2019. Date _______________
- Passport Application (RENEWAL ONLY) Portal Ticket # ____________________________ Date submitted to FMAD _______________
  - MUST BE COMPLETED ONLINE: https://travel.state.gov/content/passports/en/passports/forms.html
    - Type in ALL Caps
  - ONCE ONLINE APPLICATION COMPLETED, PLEASE PRINT, PRINTED COPY WILL BE SENT FORWARD TO TPSB
  - Traveler must sign application with original “ink” signature and current date
    - Dates over or nearing 10 days old WILL NOT be accepted
  - 1st time issuance of government passport MUST include SF50, for employment verification
  - Photos, with traveler’s name PRINTED on back, plus date photo was taken
  - OPAR-B