

ORAU IMPLEMENTATION PROCEDURE MANUAL

Section 10 - FOREIGN TRAVEL

This section deals with the general guidelines required for foreign travel. Reimbursement guidelines for foreign travel are included in Section 7 of this manual. Official Foreign Travel is approved travel (whether wholly or partially on official business) from the United States (including Alaska, Hawaii, the Commonwealth of Puerto Rico, and the Northern Mariana Islands, and the territories and possessions of the United States) (1) to a foreign country and return; (2) within a foreign country; or (3) travel between foreign countries by persons, including foreign nationals, whose salaries or travel expenses or both will ultimately be funded in whole or part by the DOE from its appropriations. Official Foreign Travel includes travel funded by non-DOE sources, travel for which the traveler is representing the DOE or conducting business on behalf of the United States Government, or travel by a DOE Federal employee or contractor for another government agency or industry/company with the private sector. The Secretary of Defense has been delegated the responsibility for establishing the per diem, travel, and transportation allowances for use in Alaska, Hawaii, the Commonwealth of Puerto Rico, the Canal Zone, and territories and possessions of the United States.

A. General

All foreign travel, excluding corporate travel (i.e., any travel outside the 48 conterminous states, Alaska, Hawaii, the Commonwealth of Puerto Rico, and the Northern Mariana Islands, and the territories and possessions of the United States) in connection with work being performed under the ORAU/DOE contract requires approval by DOE on Form DOE F 1512, Request for Approval of Foreign Travel (RAFT) (see Attachment E-1). DOE approval is required whether or not DOE funds are used to pay the travel or salary costs. This form must be typed and received by the Travel Office at least 35 days prior to the commencement of the travel for sensitive travel and 21 days prior for non-sensitive travel because the DOE Oak Ridge Operations Office, DOE Headquarters program office, and the Office of Foreign Affairs and Energy Emergencies (IE) approval will be required in most cases. If the forms are not submitted to the Travel Office by the due date, a detailed

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justification for late submission must be attached stating why the request was not submitted as required (see Attachment E-3).

The forms, DOE F 1512, "Foreign Travel Cost Estimate Work Sheet" (see Attachment E-2), and the TAR should be (1) initiated by the traveler; (2) submitted to Level 3 or above (see Attachment A) for approval; (3) the RAFT and Foreign Cost Estimate Worksheet is to be submitted to the Travel Office for review; and (4) TAR should be sent to Travel Accounting. The traveler shall not depart on foreign travel until officially informed by the Travel Office that the travel has been approved by DOE.

If the travel is to a sensitive country (see Attachment E-4) and the traveler holds or has previously held a security clearance or access authorization, a RAFT shall be submitted to DOE. Additionally, employees who hold or have previously held an access authorization and propose to travel to a sensitive country in a personal status are required to submit a RAFT to fulfill their previously agreed upon security responsibilities. This requirement is for security purposes only.

If the foreign travel cost and/or the continuation of the traveler's salary, etc., are to be covered by funding from a federal agency other than DOE or from a third party, the approval requirements of the funding source need to be determined and approval obtained before the foreign travel is initiated. This can be accomplished simultaneously with the request for DOE approval. Funding documentation must be included with the RAFT.

Foreign travel by individuals performing work for ORAU/ORISE under a purchase order contract, etc., require approval on the same basis as for ORAU/ORISE employees if the work is being performed as part of the work under the ORAU/DOE contract. DOE and other funding agency approval requirements are the same for such travel.

If actual travel expenses exceed the amount approved by DOE by 25 percent or more, reimbursement of the excess amount will depend upon DOE approval of a revised RAFT.

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B. Trip Report

Comprehensive trip reports are required for all official foreign travel. DOE requires a report whether or not the travel expenses were paid with DOE funds. Copies of the report are to be furnished by ORAU/ORISE to the appropriate DOE offices. The trip report must be submitted electronically to the Travel Office (see Attachment E). The required reports should be submitted to Travel Office within twenty-five (25) consecutive days of return to the duty station in order to meet the submission date of thirty (30) consecutive days required by DOE. If trip reports are not submitted, future requests for foreign travel will be denied until delinquent trip reports are submitted to Travel Office. After the delinquent trip report(s) are received, the request to travel will be processed. If the travel is financially sponsored by another source (i.e., another federal agency, third party, etc.), the reporting requirements of the sponsoring source should be determined, and the reporting requirements of that source are to be followed.

The following guidelines are applicable for all foreign travel.

1. General Requirements

Comprehensive trip reports for all foreign travel must be submitted to Travel Office within 25 consecutive days of return to the duty station in order to meet the submission date of 30 consecutive days required by DOE. A single report of team visits is satisfactory.

2. Purpose

Trip reports are intended to be a principal mechanism for the timely and orderly dissemination of information about foreign energy activities and for ensuring that DOE, as a whole, receives the greatest possible benefit from foreign travel by individuals. Trip reports are a means of identifying, describing, and evaluating foreign energy and other scientific activities, and for providing information on the

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planning and evaluation of foreign cooperation in energy. In addition, trip reports provide a basis for evaluating and monitoring the benefit of foreign travel to DOE's programs and commitments; thereby, the reports are an integral element in DOE's overall foreign travel planning and control system.

3. Content and Format

The electronic format (see Attachment E-8) is to be used for all foreign travel trip reports unless the financial sponsor other than DOE prescribes a different format. DOE will accept the other sponsor's format. Trip reports shall be prepared to satisfy the broad objectives stated in (2) above. Particular information items identified below are minimum requirements that also provide consistency among reports. Trip reports shall consist of two parts:

a. Part 1 is to be an extract of the foreign travel trip request form. DOE F 1512, with an abstract of the results of the trip. Part 1 will not contain classified information and will include the following:

- (1) Title of the report (i.e., "Travel to ____")
- (2) Report date (month, day, year).
- (3) Actual dates of travel.
- (4) Name of all traveler(s) on this trip.
- (5) Position and title of the traveler.
- (6) Employing organization and organization code. The organization code for Oak Ridge Associated Universities is OU.
- (7) Business address including street, city, zip code and country.
- (8) Foreign Travel Management System (FTMS) trip number. The Travel Office will notify traveler/program of what this number is when approval notification is given to the traveler or program.
- (9) Travel destinations (include organization and facility to be visited, city, state/province, and country).

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- (10) A brief purpose of the trip (include the justification for the travel from the DOE 1512.2, Section III, # 34, Benefit to the Government.
 - (11) List the people contacted.
 - (12) List the facilities visited.
 - (13) Include an abstract (such as major highlights, benefits of the travel, results of the meeting, etc.)
- b. Part 2 of the report will provide a complete report on and thorough analysis of the trip. Part 2 should include:
- (1) The results of any meetings or discussion with representatives of foreign government(s) and/or company(s).
 - (2) When more than one traveler follows the same schedule, only one member of the team needs to report on each meeting or event that took place.
 - (3) When appropriate, it should include observation, conclusions, speculations, and information relating to the safety, health, and security of future travelers.
 - (4) Provide actual costs of the trip.

4. Classification

Classified reports shall be controlled by persons with classification authority on the basis of their contents. If the report contains any classified information, or category of unclassified controlled information (e.g., Official Use Only Information), it shall be reviewed, marked, and controlled according to applicable DOE regulations.

C. Passports

Generally, employees or other travelers on behalf of ORAU/ORISE are not permitted to use

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"official" passports. Regular passports are to be used. Travelers are responsible for obtaining

their own passports. Applications may be obtained at the local post office or the Travel Office. The traveler will need two identical passport photos (approximately 2 1/2 x 2 1/2 inches) on unglazed photo paper showing the applicant's full front view with a plain, light background. Photos must have been taken within six (6) months prior to the date of application.

In addition, the applicant will need a birth certificate, an affidavit, or a previously issued passport. If the applicant is not a native U.S. citizen, a certificate of naturalization or citizenship will be required.

The cost of obtaining or renewing a passport for official travel will be reimbursed on the TES. Ongoing passport renewals will be reimbursed based on mission requirements. No reimbursement will be allowed for (1) the renewal of a general passport not connected with an official foreign trip approved by ORAU or (2) an application submitted in anticipation of a future trip that is not subsequently approved by ORAU/ORISE.