

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 550, Chapter II, FOREIGN TRAVEL AUTHORIZATION**

2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? BWXT Y-12 UT-B ORAU SURA
 Bechtel Jacobs Company

Other contractors (list by type) All other ORO contractors and subcontractors with employees that engage in any official foreign travel and/or unofficial foreign travel to sensitive countries.

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?

No Yes If yes, describe: This new ORO directive establishes responsibilities and requirements for foreign travel authorization.

5. **CONTACT POINT:** Phillip A. Carpenter Program Coordination Division, LM-12 576-8238
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
n/a		ORO O Control Form	09/26/2001
		ORO O 550, Chapter II, Pages II-1 through II-15	09/26/2001

ORO Orders are available on the ORO Directives Management Home Page at http://www.ornl.gov/doe_oro_dmg/orchklst.htm. The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original signed by

Kenneth W. Warden, AD-440
Signature Management Analyst, AD-440

09/26/2001
Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 10/12/2000

U.S. Department of Energy

Oak Ridge Operations

ORO O 550
Chapter II

Date: 09/26/2001

SUBJECT: FOREIGN TRAVEL AUTHORIZATION

1. PURPOSE. This chapter correlates to DOE O 551.1A, OFFICIAL FOREIGN TRAVEL, dated August 25, 2000, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Operations (ORO), the National Nuclear Security Administration (NNSA) Y-12 Area Office (YAO), and the Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements in any DOE directive or DOE Headquarters (HQ) guidance.
2. CANCELLATION. None.
3. APPLICABILITY. The provisions of this chapter apply to ORO and OSTI Principal Staff, NNSA Staff at the Y-12 Area Office (under the Service Arrangement signed between ORO and the YAO dated November 21, 2000), and all Federal employees.
4. RESPONSIBILITIES.
 - a. ORO Assistant Managers, YAO Manager, and Directors, OSTI, or designees.
 - (1) Approve/disapprove official foreign travel requests for those Federal employees under their respective office designations.
 - (2) Approve/disapprove official foreign travel requests for those managing & operating (M&O), management & integration (M&I), or support services contractor employees under their respective Contracting Officer's Representative contracts.
 - (3) Approve/disapprove Exception Waivers (see subparagraph 5c below).
 - (4) Review late trip report quarterly status reports and take action to request closure.
 - (5) Ensure those M&O, M&I, and support services contractors under their respective contracts meet the requirements of DOE O 551.1A.
 - b. ORO Assistant Manager for Laboratories.
 - (1) Provide a Program Manager to serve as the lead coordinator for all ORO, YAO, and OSTI foreign travel requests.
 - (2) Establish and maintain a Foreign Travel Management Program and System that conforms to the requirements of DOE O 551.1A.
 - (3) Provide adequate support personnel to process, route, and close all foreign travel requests from ORO, YAO, and OSTI Federal and contractor staffs on an annual basis.

- c. Office of Counterintelligence (CN-1) Field Staff assigned to Oak Ridge.
 - (1) Provide pre-trip briefings and post-trip debriefings to ORO, YAO, and OSTI Federal and contractor travelers who will visit foreign countries as required by DOE O 551.1A.
 - (2) Review foreign trip reports for counterintelligence purposes.
- d. ORO and YAO Principal Staff.
 - (1) Establish the need for official foreign travel by their employees.
 - (2) Comply with the requirements of DOE O 551.1A.
- e. Director, Office of Safeguards and Security.
 - (1) Review foreign trip reports for Operations Security (OPSEC) and other security-related purposes.
 - (2) Conduct periodic audits of travel records and trip reports to ensure compliance with DOE O 551.1A.
 - (3) Perform personnel security reviews to address possible personnel security issues involving travel to sensitive countries or travel involving sensitive subjects.
- f. Federal employees.
 - (1) Meet all requirements regarding official foreign travel contained in DOE O 551.1A.
 - (2) Federal employees that hold, or have previously held, any access authorization (security clearance) must notify the ORO Office of Safeguards and Security, in writing via DOE F 1512.1 (see paragraph 5a below), of unofficial travel to sensitive countries at least 30 days prior to beginning the travel.

5. REQUIREMENTS AND PROCEDURES.

- a. Request for Official Foreign Travel. All Federal employees, DOE support services contractor employees, DOE M&O and M&I contractor employees, and M&O and M&I subcontractor employees, representing DOE, a DOE contractor, or any work sponsored by the DOE or its contractors, who plan to take official foreign travel, must complete a Request for Approval of Foreign Travel, DOE F 1512.1. DOE O 551.1A and DOE HQ Implementation Guidance requires that foreign travel to all countries now be reported via DOE F 1512.1. It is the responsibility of each traveler to be familiar with and to ensure that all requirements are met under DOE O 551.1A, subparagraph 5f. Official foreign travel is travel from the United States to any other foreign country or travel between any two countries (i.e., in the case of foreign contractor travelers). Travelers who are either Defense Programs (DP) or Environmental

Management (EM) personnel must submit the 10-point criteria (see Attachment 2 of this chapter) along with the DOE F 1512.1. Travelers who are Fossil Energy employees must submit a narrative statement (see Attachment 5 of this chapter) along with their DOE F 1512.1 and those who are Nuclear Energy employees must submit a Foreign Travel Justification (see Attachment 4 of this chapter) along with their DOE F 1512.1. Travelers who are either Science (SC) or Nonproliferation and National Security (NN) personnel do not require any additional justification with the DOE F 1512.1.

In addition to meeting all requirements for official travel to foreign countries, all Federal and contractor employees that hold, or have previously held, any access authorization (security clearance) must notify their local security department and ORO Office of Safeguards and Security, in writing via DOE F 1512.1, at least 30 days prior to beginning unofficial travel to sensitive countries. Those employees taking unofficial travel to sensitive countries must ensure that they receive pre-briefings and debriefings prior to the start of, and upon return from, their travel.

- b. Revisions to Official Foreign Travel Request. A revision of a foreign trip request is required for DP, EM, or SC travelers if one or more of the following situations are met:
- (1) If there is a 25% increase or decrease (exceeding \$ 500) in the total cost of the trip.
 - (2) If the departure or return date is changed by more than 30 days.
 - (3) If there is an addition or deletion of one or more countries.
 - (4) If there is an addition of at least one city that is not a required stopover or directly related to the previously submitted itinerary.

Travelers employed by other than DP, EM, and SC should follow the guidance for revision to foreign travel requests as directed by their DOE HQ Program Sponsor. Where no other guidance exists, the above-referenced requirements should be observed.

- c. Time Requirements. All travelers are responsible for ensuring that time requirements (i.e., 21 days prior notification for non-sensitive travel and 30 days prior notification for sensitive travel) are met or for providing an approved Exception Waiver Form (see Attachment 3 of this chapter) with appropriate justification. It is the responsibility of the traveler to verify that DOE has given final approval prior to leaving on a foreign trip. Foreign travel requests will be automatically disapproved by DOE that are received for DOE approval after-the-fact. All travelers are responsible for preparing and submitting trip reports with all required information to DOE within 30 days of return from any official foreign travel. Trip reports should normally be prepared concurrently with the travel vouchers. Trip reports that are late (i.e., more than 30 days has elapsed since return from foreign travel) may prevent the traveler from being approved by DOE for further foreign travel until the delinquency is removed. ORO and contractor Foreign Travel Offices will track late trip reports and will be required to submit a quarterly status report showing which trip reports are past due, the trip number and dates, and the traveler's name and organization. Trip reports that are late will be documented in a memorandum from ORO to the appropriate Director of the organization with delinquent trip reports for formal action.

- d. Sensitive Travel. Sensitive travel is travel to sensitive foreign countries or to non-sensitive foreign countries where sensitive subjects are involved. Every traveler is responsible for verifying if the country or countries to be visited are sensitive or non-sensitive and if the subject of the travel is either sensitive or non-sensitive. All Federal and contractor employees traveling to sensitive countries or to non-sensitive countries involving sensitive subjects must obtain counterintelligence pre-trip briefings and post-trip debriefings. All Federal and contractor travelers, who are engaged in official foreign travel, are required to certify (yearly) they are up-to-date on their Annual Counterintelligence and Security Awareness Briefings, regardless of whether or not they hold a clearance.
- e. Foreign Travel Management System (FTMS) Entry. All travelers are responsible for ensuring that the proper information required for entry into the FTMS has been included on the DOE F 1512.1 and submitted to the appropriate Foreign Travel Office. Each organization will have designated Organizational Points of Contact (OPOC), including a lead OPOC, who are responsible for ensuring that all information required for entry into FTMS is obtained, the entry is completed, routing for approvals are submitted, and the trip closeout is completed. Each Foreign Travel Office is responsible for ensuring that an adequate staff of OPOCs (both Lead and Alternate) and Entry-Only staff are available to process all requests.

A senior OPOC will be designated by the ORO Foreign Travel Coordinator to serve as the focal point for cross-cutting Foreign Travel issues within ORO and for its contractors. Guidance which may be provided by any DOE HQ organization pertaining to foreign travel, which will be disseminated through the ORO Foreign Travel Coordinator, should be followed by those affected ORO and contractor organizations.

- f. Travel Funded by non-DOE Sources. All non-DOE funded official foreign travel will be processed under the organization with primary programmatic interest (e.g., the DOE program office that normally funds the employ of the traveler or has a specific interest in the non-DOE sponsor). All non-DOE supported travel is required to be approved by DOE HQ, with the exception of Non-Sensitive travel by Office of Science travelers, which may be approved locally by the DOE Field Office (or, by the appropriate Laboratory Director, if so delegated). Also, NN has delegated approval authority to the DOE Field Office for Work for Others travel that is wholly funded by a non-DOE source, including the private sector.
- g. Country Clearance. The Foreign Travel Office at the appropriate DOE HQ Lead Program Support Office (LPSO) will process all country clearances by sending cables through the Department of State to the appropriate U. S. Embassy. For Work for Others or non-DOE funded foreign travel, the LPSO will be that organization of primary programmatic interest as noted in subparagraph 5f above. The one exception is that for NN travelers, country clearances have been delegated to be processed by the program offices in the field. All Federal employees are required to request country clearance through the U. S. Embassies and Consulates in foreign countries for all travel (i.e., both sensitive and non-sensitive countries). Country clearances are required for contractor employee travel to all sensitive countries, and a grant must be given prior to trip departure. Country clearance for contractor travelers involving non-sensitive travel are not required unless the traveler is meeting with senior-level government officials or

requiring embassy assistance. There are some exceptions to this rule (e.g., a courtesy cable is required whenever International Atomic Energy Agency business is being conducted).

There are some specific NNSA requirements concerning pre-notification to embassies for country clearance cables for travelers planning to visit Russian Federation sites. Each site has a different pre-notification timeframe associated with their review and approval for site access. Each traveler should contact their Foreign Travel Office for instructions on where to obtain pre-notification requirements for any travel involving visits to Russian Federation sites and the procedure for receiving a Letter of Invitation.

- h. Major Foreign Conference Travel. The LPSO must approve DOE sponsorship, co-sponsorship, or funding of an international conference if 30 or more Federal and contractor employees are expected to attend the conference on official foreign travel. International conferences with 30 or more DOE-funded participants are considered a major conference. The list of projected, major conferences (including foreign or international conferences) is maintained by the DOE Office of Science, Administrative and Information Management Division, telephone 301-903-3444. Each Foreign Travel Office should obtain a copy of the major conferences list periodically and ensure that trip requests to attend any conference shown on the list is routed to DOE HQ for approval.
- i. Trip Reports and Closeout Requirements. Trip reports (see Attachment 6 of this chapter for a format guide) are required for all official foreign travel and must be submitted electronically by Federal and contractor employees within 30 days after return to the official duty station. Travelers must comply with trip report requirements before a subsequent foreign trip is authorized and approved. Trip Reports should normally be prepared concurrent with the travel vouchers. Trip reports which are late may prevent the traveler from further foreign travel until all outstanding trip reports are received and the prior trips closed out. One exception to this is when a team trip is involved. Should one or more team members return earlier than the remaining team members, then the due date for the team trip report will be 30 days from return of travel for the last team member. ORO and contractor Foreign Travel Offices will track late trip reports and are required to submit a quarterly status report showing which trip reports are past due, the trip number and dates, and the traveler's name and organization. The quarterly Late Trip Report should be submitted directly to the ORO Foreign Travel Coordinator by each Lead OPOC within 3 weeks after the end of each quarter (i.e., quarters ending in March, June, September, and December). Trip reports that are late will be documented in a memorandum from ORO to the appropriate Director of the organization with the delinquent trip reports for formal action.

Trip reports consist of two parts. Each traveler is responsible for submitting Part 1 of the trip report electronically to the local Foreign Travel Office with a copy via e-mail to the Office of Scientific and Technical Information (OSTI) in Oak Ridge, Tennessee, using the e-mail address: tripreport@osti.gov. One trip report can be completed for a delegation traveling together, but it must include all of the information requested in Part 1 for each traveler, as well as the actual travel costs for each delegation member. The actual trip cost will include per diem (meals, lodging, and miscellaneous expenses), transportation (including in-country), and other travel

expenses related to the trip. Do not include contractor overhead costs. In cases where the trip report has been archived in the FTMS prior to receipt of all actual costs, the actual travel costs should be shown in the “comments section” of FTMS. Copies of Part 2 will go to the DOE HQ program sponsor and to the local Foreign Travel Office, but not to OSTI. For ORO, YAO, and OSTI Federal staff, copies of Parts 1 and 2 must be sent to the ORO Foreign Travel Coordinator and a copy to the DOE HQ sponsor’s program office, and a copy of Part 1 (only) sent electronically to OSTI.

The traveler is responsible for providing all of the information in Parts 1 and 2 of the trip report in the format requested. Also, the traveler is responsible for the content of the trip report and in ensuring that the trip report is unclassified. Each traveler should become familiar with the requirements of the trip report as contained in Attachment 2 to DOE O 551.1A and the trip cost information required. Each Foreign Travel Office should be familiar with the DOE HQ “Official Foreign Travel Implementation Guidance for Office of Science, Deputy Administrator for Defense Programs, and Office of Environmental Management” dated October 18, 2000; the Office of Defense Nuclear Nonproliferation Foreign Travel Procedure dated August 21, 2000 (see web site: <http://www.nn.doe.gov/foreigntrvl.shtml>); and the DOE HQ CFO’s “Foreign Travel Management System (FTMS) Actual Trip Cost Data Capture” Release Notes, dated September 2000. Also, any guidance which may be provided by the other DOE HQ organizations should be followed by those ORO and contractor organizations. Local Foreign Travel Offices should develop, as necessary, forms to assist their travelers with providing the information required in the trip reports.

- j. Policy on Leave Taken in Conjunction with Official Foreign Travel. The purpose of official foreign travel is to support DOE mission objectives or to represent DOE when requested and be reimbursed by non-DOE sponsors. Approved leave will not be untimely in relation to the duties of the traveler while on official foreign travel. For all program offices except DP and EM, approved leave must not exceed the total number of business and official travel days to or from the foreign business site. Weekends will not be considered when computing the allowable personal leave while on official foreign travel unless either of the weekend days involves business and/or official travel. For EM travelers, approved leave will include 1 day of personal leave for every 2 days of official business (not including weekend and travel days). For DP travelers, approved leave will include 1 day of personal leave for each day of official business (not including weekends and travel days). Foreign travel requests which do not adhere to these policies may be disapproved by DOE.

- k. Policy on Premium-class Accommodations in Conjunction with Official Foreign Travel. The purpose of official foreign travel is to support DOE mission objectives or to represent DOE when requested and be reimbursed by non-DOE sponsors. It is the policy of DOE that travelers use the most economical means when traveling. It is also DOE policy that travelers who are on official government business, for their own protection, use certified United States flag air carriers, if service is provided by those carriers to their destination (as required by the “Fly America Act”). For air travel, the preferred level is coach class. However, for travel which is in excess of 14 hours (continuous), the use of premium class airline accommodations may be authorized or approved when travel is direct between authorized origin and destination points

which are separated by several time zones, and either the origin or destination point is outside the continental United States (CONUS), and the scheduled flight time (including stopovers) is in excess of 14 hours. When this authority is exercised, the traveler will not be eligible for a rest stop en route or a rest period upon arrival at the duty site. Premium class may also be approved for travelers having a valid medical restriction. In those cases, a memorandum from the ORO or contractor Medical Office must be on file with the local Foreign Travel Office and a justification statement provided on DOE F 1512.1 under the Remarks section.

- l. Record Keeping. It is the responsibility of the traveler's primary organization to maintain the record copy of the trip report (part 2 of Attachment 6). Each local Foreign Travel Office will maintain an electronic copy (which is backed up) or hard copy of the foreign travel requests and trip reports (part 1 of Attachment 6) for travelers under their area of responsibility for a period of 6 years and 3 months or as required by the National Archives and Records Administration schedule requirements for travel-related documents, whichever is the longest.
 - m. Audits. The ORO Office of Safeguards & Security may conduct periodic audits of the FTMS records within ORO and ORO contractors. It is the responsibility of the local Foreign Travel Office to provide information from the FTMS database and official records concerning official foreign travel when requested. This includes support to General Accounting Office and DOE Inspector General audits and inspections.
6. REFERENCES.
- a. Office of Defense Nuclear Nonproliferation Foreign Travel Procedures, dated August 21, 2000 (see web site: <http://www.nn.doe.gov/foreigntrvl.shtml>).
 - b. Official Foreign Travel Implementation Guidance for Office of Science, Deputy Administrator for Defense Programs, and Office of Environmental Management, dated October 18, 2000.
 - c. Foreign Travel Management System (FTMS) Actual Trip Cost Data Capture, Release Notes, dated September 2000 (issued by the DOE HQ Office of Corporate Financial Systems).
 - d. Use of United States Flag Carriers ("Fly America Act"), 41 CFR 301-3.6, revised July 1, 1997.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this chapter.
9. ATTACHMENTS.
- a. Attachment 1 – Contractor Requirements Document.
 - b. Attachment 2 – 10-Point Criteria.

- c. Attachment 3 – Exception Wavier.
- d. Attachment 4 – Nuclear Energy Foreign Travel Justification.
- e. Attachment 5 – Fossil Energy Foreign Narrative Statement.
- f. Attachment 6 – Foreign Trip Report Format Guide.

CONTRACTOR REQUIREMENTS DOCUMENT

All contractor personnel employed by entities under contract or subcontract to ORO or YAO must comply with the requirements of this chapter, Government regulations concerning contractor travel, procedures established by the Office of the Chief Financial Officer, and guidance provided by the responsible Program Secretarial Officer or Deputy Administrator, NNSA. These requirements are in addition to those found in the Contractor Requirements Document (CRD) attached to DOE O 551.1A. This CRD in no way supersedes any other requirements.

1. In preparing for or performing official foreign travel, contractor travelers must comply with the following requirements.
 - a. Each contractor traveler on official travel to foreign countries must comply with all requirements of DOE O 551.1A, provide all information requested on DOE F 1512.1, and ensure that pre-briefings and debriefings are provided by their contractor Counterintelligence Office as required by DOE O 551.1A prior to, and upon return from, travel.
 - b. Each contractor traveler must complete and submit a trip report within 30 days of return from travel. The trip report must include actual costs for the foreign travel per DOE HQ guidance. Travelers may be denied subsequent foreign travel who have outstanding trip reports.
 - c. Each contractor traveler must comply with subparagraph 5j above concerning leave taken in conjunction with foreign travel.
 - d. Each contractor traveler must comply with subparagraph 5k above concerning premium-class accommodations in conjunction with foreign travel.
 - e. Each contractor traveler who holds an access clearance and is making unofficial travel to sensitive countries must notify their local Security Department, via DOE F 1512.1, and the DOE ORO Office of Safeguards and Security (see paragraph 5a above), at least 30 days prior to beginning the travel. Contractor travelers who are making unofficial travel to sensitive countries must ensure that appropriate pre-briefings and debriefings are provided prior to, and upon return from, their trip.
2. In managing official foreign travel, contractors must accomplish the following.
 - a. Each contractor Foreign Travel Office must maintain copies of the foreign travel requests and foreign travel trip reports (part 1 of Attachment 6) for a period of at least 6 years and 3 months and have them indexed and cataloged for audit purposes.
 - b. Each contractor Foreign Travel Office will submit to the ORO Foreign Travel Coordinator quarterly Late Trip Reports listing the names, organizations, trip numbers, destinations, and dates for each foreign trip report which is late.
 - c. Each contractor Foreign Travel Office must comply with DOE HQ guidance issued by their respective LPSOs concerning Official Foreign Travel.

10-Point Criteria

1. Identify how the travel is related to and supports program objectives. If this is an on-going exchange, provide a brief summary of the activities to date.
2. Identify the specific program activity that is supported by the proposed trip. If applicable, identify any specific commitments or objectives that have been made related to the purpose of the trip.
3. For travel by Field Office and contractor personnel, identify program DOE HQ contact with which the travel has been coordinated.
4. In context of item 1, describe how the proposed travel will contribute to the program objectives of the traveler's organization.
5. Identify additional delegation member (name and organization).
6. Explain why the required information cannot be effectively obtained by other means (i.e., correspondence, conference calls, etc.).
7. Explain how collateral purposes, such as side trips, are programmatically valid and beneficial. If annual leave is requested and the number of leave days exceeds official travel days, please provide an explanation.
8. Ensure that travel is not an unnecessary security risk.
9. Explain why the objectives of travel cannot be met through use of DOE representatives stationed abroad.
10. Explain steps taken to reduce travel costs.

Exception Waiver

1. Traveler's Name:
2. Country to be visited:
3. Purpose of Travel:
4. Traveler's Specific Role:
5. Other HQ or Field personnel attending and their roles:
6. Impact to the program if travel does not occur:
7. Why is travel being submitted after the 30/21-day deadline?

Deputy Assistant Secretary, Deputy Administrator,
or equivalent, or designee

Date

Nuclear Energy Foreign Travel Justification

Traveler/Organization: Dr. John E. Doe/Oak Ridge National Laboratory (ORNL)
Date of Travel/Destination(s): September 24-September 29, 2001/Berlin, Germany
Estimated Cost: \$ 4,000.00
Trip No.: XXXX
DOE-HQ Contact: Larry Smith, (Organization)
Other Attendees: Paul Jones, (Organization)
Plans to Brief Local Officials: None
Plans to Brief DOE-HQ Officials: A brief summary of trip highlights will be sent to DOE within two working days upon return to the United States.

Purpose of Travel:

Dr. John E. Doe will travel to Berlin, Germany, to participate in the third monthly project review meeting of the (project name) to be coordinated and led by the (organization name). He will be accompanied by Paul Jones from (organization name). This meeting is critical to the project because it provides the first opportunity for the U. S. Team to assess the progress being made on technical work in the project restart phase.

Dr. Doe, ORNL project coordinator, has 37 years of experience in research and development involving nuclear reactor safety systems. He will review the project scope and direction with the German Team. His participation is mandatory for evaluating and guiding the work.

Mr. Jones, (organizational title), is the technical assistance manager for (organization name). Participation by (organization name) senior staff also is necessary because (organization name) is primarily responsible for transferring technology to the German Team.

Concurrences:

Name

Date

Name

Date

Fossil Energy Foreign Travel Narrative Statement

1. Purpose of Travel: To participate in the 43rd ASME International Gas Turbine Institute Aeroengine Congress and Exposition. The traveler has primary responsibility for an exhibit featuring the FE AR&TD Materials Program and the FE/EE Advanced Turbine Systems Program.

2. Necessity of Travel: The traveler has handled all aspects of the DOE FE and DOE EE exhibits at these annual conferences for several years. He has established numerous contacts that assure that DOE has excellent exposure of its programs. He has personally established measures that have resulted in high quality cost-effective exhibits. He has and will set up the exhibit, participate extensively in operating the exhibit, and will be responsible for dismantling and shipping the exhibit on conclusion of the conference. Numerous contacts are made through visits to the exhibit and important collaborations and technology transfer activities have occurred as a direct result of the exhibit and the traveler's participation in it.

3. Impact of Not Traveling: The traveler and DOE Fossil Energy will not have the benefits of international exposure of our R&D programs and developments. Important contacts and collaborators will likely be missed.

4. Other FE Participants: John Doe and Larry Smith of the National Energy Technology Laboratory will be attending. Other participants are unknown at this time, however it is likely that other parties having involvement in FE programs, such as the Advanced Turbine Systems Program, will attend.

Name

Date

Foreign Trip Report Format Guide

1. Part 1 is to be an extract of the foreign travel request form, with an abstract of the results of the trip.
 - a. Part 1 of the trip report will be forwarded through the responsible Program Secretarial Office to the Office of Science and Technical Information (OSTI), Oak Ridge, Tennessee 37831.
 - b. Part 1 of the trip report will not contain classified information.
 - c. Part 1 will be included in a limited-access electronic database available to DOE. (Once a new FTMS system is in place, certain sections of Part 1 will become automated to simplify completion of trip reports).
 - d. Part 1 of the trip report will consist of the following information in the following format:
 1. Title of report (i.e., "Travel to _____");
 2. Report date (MM/DD/YYYY);
 3. Date(s) of travel (MM/DD/YYYY);
 4. Name of all traveler(s) on this trip;
 5. Position/title of traveler;
 6. Employing organization and organization code;
 7. Business address, including street, city, state, and zip code;
 8. FTMS trip number;
 9. Travel destinations (include organization, facility, city, state/province, country);
 10. Brief purpose of the trip (include the justification from the foreign travel request);
 11. People contacted;
 12. Facilities visited;
 13. Abstract (such as major highlights, benefits of the travel, results of meetings, including their locations);
2. Part 2 of the trip report will provide a complete report on and a thorough analysis of the trip.
 - a. Part 2 should include the results of any meetings or discussions with representatives of foreign government(s) and/or company(ies);
 - b. When more than one traveler follows the same schedule, only one member of the party needs to report on each meeting or event that took place (i.e., only one member of the group needs to complete a Part 2 so long as all travelers held to the same itinerary);
 - c. When appropriate, Part 2 should also include observations, conclusions, speculations, and information relating to the safety, health, and security of future travelers.

- d. Part 2 of the trip report will not be used for programmatic purposes and WILL NOT be forwarded to OSTI.
- e. Part 2 of the trip report is to provide the actual costs of the trip. If the trip report has been archived in the FTMS prior to receipt of all actual costs, then the actual costs should be shown in the “comments section” of the FTMS. Actual trip cost will include per diem (meals, lodging, and miscellaneous expenses), transportation (including in-country), and other travel expenses related to the trip. Do not include contractor overhead costs.

NOTE: A reporting cable sent through the State Department channels may also serve as Part 2 of a foreign trip report.