

FOREIGN TRAVEL GUIDANCE FOR TRAVELERS

Jefferson Lab employees and sponsored guests planning to visit a country outside the 50 United States, their territories, districts, and possessions to conduct Jefferson Lab or other Federal Government business must have DOE approval and Department of State (DOS) country clearance before travel can begin. This guidance is intended to assist the traveler in meeting these requirements.

VERBAL APPROVAL - Obtain verbal approval from Supervisor for all official travel.

FUNDING - Secure funding approval through TA system, except for local travel that meets definition in the Administrative Manual Travel Policy Section 402.01.

When travel is being partially or fully funded by another institution a Letter of Invitation itemizing the level of financial support being provided and how reimbursement is to be claimed must be attached to the Travel Authorization and the Request for Foreign Travel.

PASSPORT – Obtain a passport or renew your passport if there is less than six months before it expires.

VISA - When required by the hosted country, a visa application must be completed and submitted to the appropriate embassy or consulate in sufficient time to have the visa issued prior to departing the United States.

NOTE: Passport, visa, work permit, passport photograph, immunization, and foreign exchange fees (when stated separately from the exchange rate) are reimbursable expenses.

JLAB AND DOE WRITTEN APPROVAL - At least 30 days before anticipated foreign travel begins, notify your Travel Coordinator so a Travel Authorization (TA) can be created and approved by an authorized signer and a *Request for Approval of Official Foreign Travel (RFT)* can be routed for approval in the DOE Foreign Travel Management System (FTMS).

- When travel is to a qualifying event (i.e., conference, symposium, etc.) notify your Travel Coordinator at least 120 days prior to event start date so your attendance can be reported and approved by DOE. Many events close to new attendee's within 3 to 4 months prior to the event start date.

PERSONAL COMBINED WITH BUSINESS – DOE requires that there be at least 2 business days for every personal day being requested.

Travel Days – The day before the business purpose of the travel and the day after the business portion of the travel is completed are considered travel days.

Day of Rest – the time from the first airplane's wheels-up at the point-of-origin and the time of the final airplane's wheels-down at the final business destination extend beyond a 24 hour period.

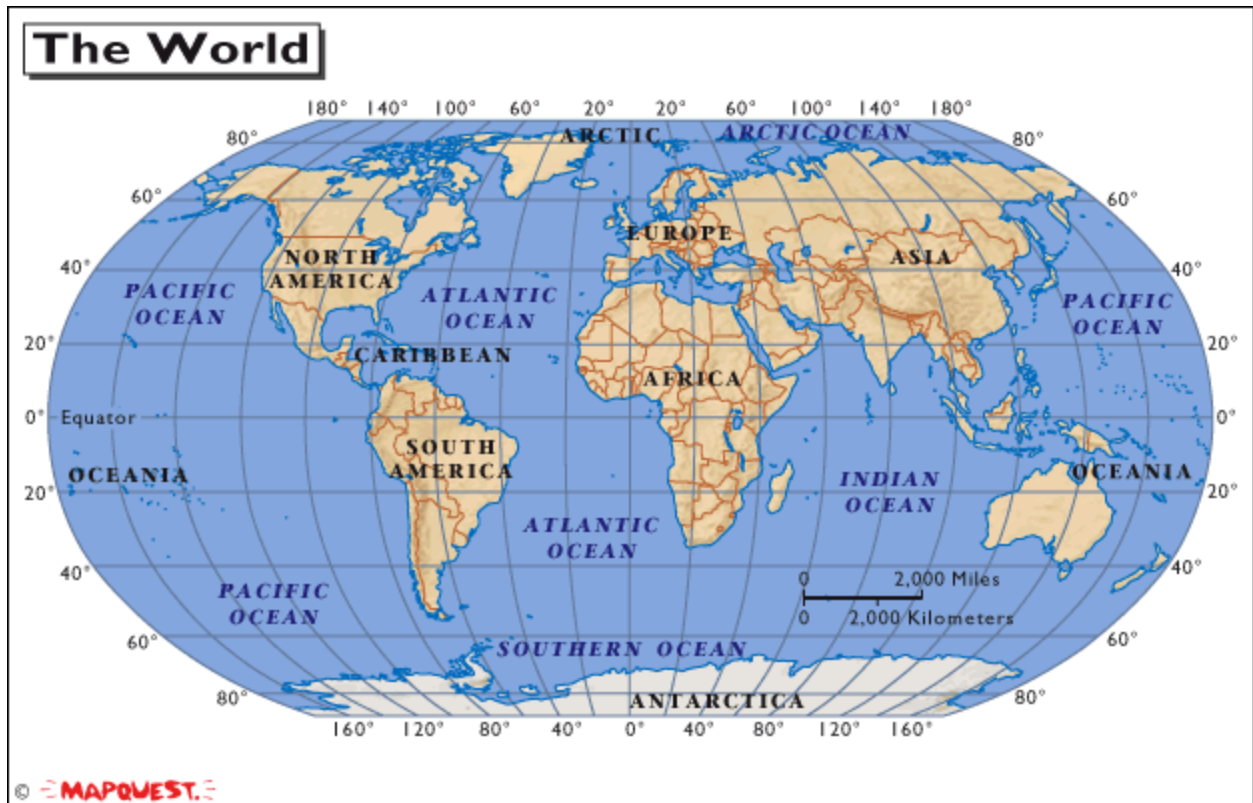
In order to qualify for a rest period not in excess of 24 hours at either an intermediate point or at your destination, **ALL** of the following criteria must be met. (FTR 301-11.20)

- (1) Either your origin or destination point is OCONUS;
- (2) Your scheduled flight time, including stopovers, exceeds 14 hours (countries that do not qualify for a day of rest are listed on the next page)
- (3) Travel is by a direct or usually traveled route; and
- (4) Travel is by coach-class service.

Itinerary for business portion of trip – When transportation arrangements are being made by JLab for both your business and personal air travel a cost comparison for the business portion alone must be documented at the time tickets are being issued. The business scenario must be via the most direct route to get you to your business destination and return to the JLab vicinity (ORF, PHF, RIC) or the point-of-origin, if different.

BAGGAGE – Jlab will cover the cost of checking 2 bags of personal belongings to a foreign destination. If you are carrying business related materials that need to be checked be sure the travel authorization itemizes this information in the Notes/Comments section and an estimated cost is entered in the EXCESS BAGGAGE section before authorized approval is obtained.

Additional requirements or restrictions may apply, consult your Department Support Administrative person or Travel Services (travelS@jlab.org or by phone at x7519).



Countries with NO DAY OF REST –

Canada
Costa Rica
Denmark
Dominican Republic
France
Germany
Ireland
Italy
Mexico
Netherlands
Portugal
Spain
Switzerland
United Kingdom

May 1, 2012

