

# Submitting Foreign Travel

# FTMS TEMPLATES

# TR Routing Template

Log into the FTMS. Click TR Routing Template on the green bar to start your new template.

Click Add TR Routing Template to set up new template.

[Search](#) [Home](#) [Create TR](#) [Draft CCR](#) [Approver Screen](#) [TR Routing Templates](#) [Administration](#) [Reports](#) [Log Out](#)

[Screen Help](#)

**TR ROUTING TEMPLATES**

Last Validated	Status	Validate	Templates	Last Validated	Status	Validate	Templates
Sep/21/2011	Old	<input type="radio"/>	<a href="#">Template 1 - Non-Sensitive-Procurement</a>	Jun/7/2012	Valid	<input type="radio"/>	<a href="#">Template 27 - SCARCELLO-Non Sensitive</a>
Dec/7/2011	Invalid	<input type="radio"/>	<a href="#">Template 4 - Major Conference</a>	Jun/7/2012	Valid	<input type="radio"/>	<a href="#">Template 31 - SCARCELLO-SENSITIVE</a>
Aug/25/2006	Invalid	<input type="radio"/>	<a href="#">Template 10 - NS-(ACC-FNAL)</a>	Jun/7/2012	Valid	<input type="radio"/>	<a href="#">Template 32 - DALLAS-NS</a>
Feb/17/2009	Old	<input type="radio"/>	<a href="#">Template 22 - Sensitive-Scarcello</a>	Jun/7/2012	Valid	<input type="radio"/>	<a href="#">Template 33 - DALLAS-SENSITIVE</a>
May/6/2011	Old	<input type="radio"/>	<a href="#">Template 24 - Non-Sensitive-Scarcello</a>				

Validate TR Routing Template Add TR Routing Template Copy Template Copy Template to Another User

[Search](#) [Home](#) [Create TR](#) [Draft CCR](#) [Approver Screen](#) [TR Routing Templates](#) [Administration](#) [Reports](#) [Log Out](#)

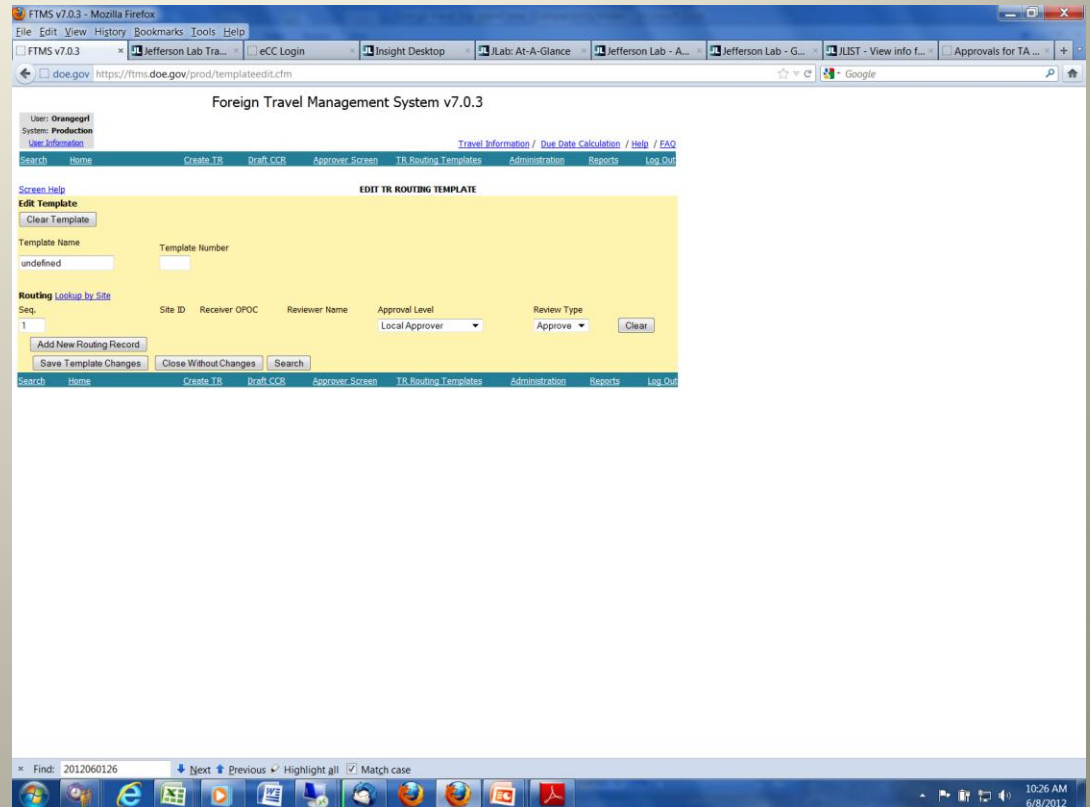
# Setting up new Template

Type in Template name

(ex. Scarcello-Sensitive)

Click 'Add New Routing Record'

Click 'Look up by Site' to add Approvers



# Setting up new template

Select the proper Site from the drop down list.

Scroll down to TJNAF and click.

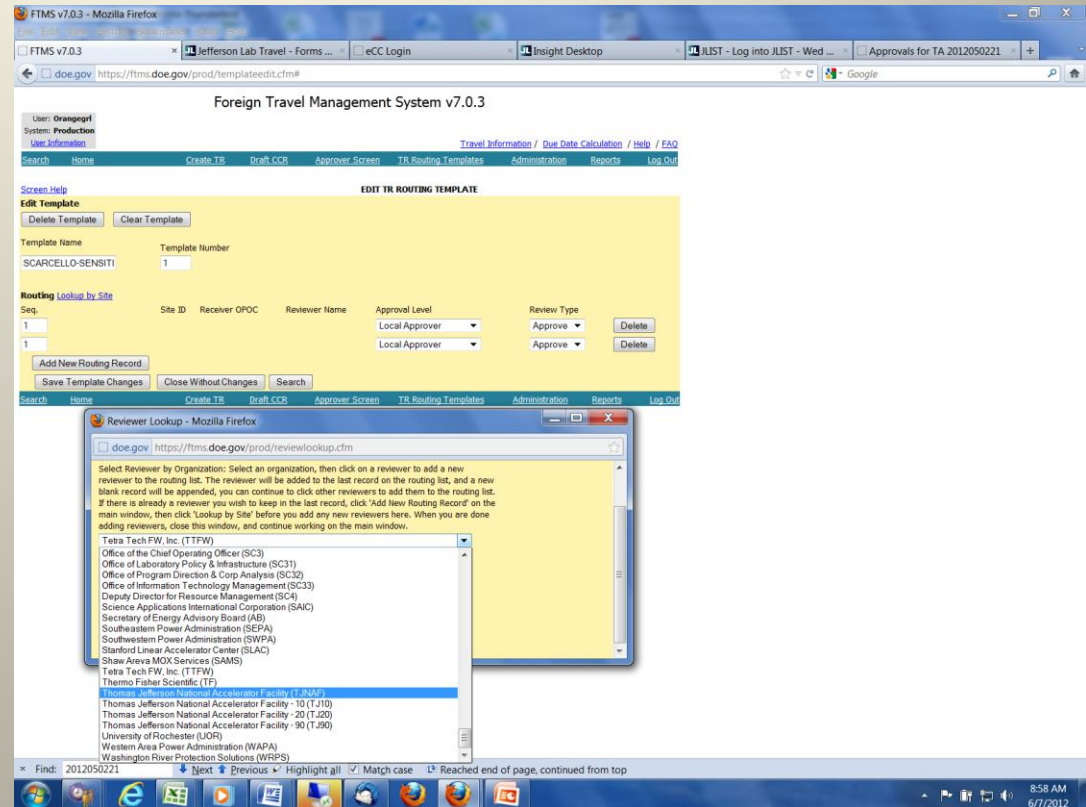
This will pull up the list of Approvers for you to select .

Click on the names needed (preferably in the order that they will appear on the template).

Ewing, Burrows, Kinsey, Daniel, Scarcello

The next Approver will come from SC. (Science) Uzorije Carter

The next Approvers will come from SC26 (Office of Nuclear Physics) Brenda May, Timothy Hallman



# Approver lookup for TJNAF

Number each  
Sequence in  
increments of 10.

This is what your  
Template will look  
like with the  
Approvers from  
TJNAF

The screenshot displays the 'Foreign Travel Management System v7.0.3' interface. The main window is titled 'EDIT TR ROUTING TEMPLATE' and shows a table of routing records. A 'Reviewer Lookup' dialog box is open in the foreground, displaying a list of reviewers from TJNAF.

**Routing Table Data:**

Seq.	Site ID	Receiver OPOC	Reviewer Name	Approval Level	Review Type	Delete
10	TJNAF	SUSAN EWING	SUSAN EWING	Local Approver	Approve	Delete
20	TJNAF	KRIS BURROWS	KRIS BURROWS	Local Approver	Approve	Delete
30	TJNAF	CAROL KINSEY	CAROL KINSEY	Local Approver	Approve	Delete
40	TJNAF	GLORIA DANIEL	GLORIA DANIEL	Local Approver	Approve	Delete
50	TJNAF	JOSEPH SCARCELLO	JOSEPH SCARCELLO	Local Approver	Approve	Delete

**Reviewer Lookup Dialog Data:**

Name	Site ID	FTMS Role
ASANGO, JOSEPH	TJNAF	Approver
BURROWS, KRIS	TJNAF	Approver
DALLAS, MICHAEL	TJNAF	Approver
DANIEL, GLORIA	TJNAF	Field Senior OPOC
EWING, SUSAN	TJNAF	Approver
KINSEY, CAROL	TJNAF	Field Senior OPOC
NEWMAN, JOANNE	TJNAF	Approver
SCARCELLO, JOSEPH	TJNAF	Approver

# Template for Non-Sensitive Country

Select your Approval Levels and Review Types from the drop down.

You will set up four Templates from, two of which will be back up Templates for Joe. This is what your completed Template for a Non-Sensitive trip will look like.

Foreign Travel Management System v7.0.3

User: Orangeprf  
System: Production  
User Information

Travel Information / Due Date Calculation / Help / FAQ

Search Home Create TR Draft CCR Approver Screen TR Routing Templates Administration Reports Log Out

Screen Help

EDIT TR ROUTING TEMPLATE

Delete Template Clear Template

Template Name Template Number  
SCARCELLO-NS 1

Routing Lookup by Site

Seq.	Site ID	Receiver OPOC	Reviewer Name	Approval Level	Review Type	
10	TJNAF	SUSAN EWING	SUSAN EWING	Local Approver	Approve	Delete
20	TJNAF	KRIS BURROWS	KRIS BURROWS	Local Approver	Notify	Delete
30	TJNAF	CAROL KINSEY	CAROL KINSEY	Local Approver	Approve	Delete
40	TJNAF	GLORIA DANIEL	GLORIA DANIEL	Local Approver	Approve	Delete
50	TJNAF	JOSEPH SCARCELLO	JOSEPH SCARCELLO	Head of Organization	Approve	Delete
60	SC	UZORDE CARTER	UZORDE CARTER	Local Approver	Approve	Delete
70	SC26	BRENDA MAY	BRENDA MAY	Local Approver	Approve	Delete
80	SC26	TIMOTHY HALLMAN	TIMOTHY HALLMAN	Programmatic RPSO	Approve	Delete

Add New Routing Record

Save Template Changes Close Without Changes Search

Search Home Create TR Draft CCR Approver Screen TR Routing Templates Administration Reports Log Out

Find: 2012050221 Next Previous Highlight all Match case Reached end of page, continued from top

9:04 AM 6/7/2012

# Template for Sensitive Country

Please note on Sensitive country trips that everyone is an Approver unless this is your backup template. See Backup template sample.

Be careful when selecting your templates as this could cause delay in the approval process. Trips with incorrect templates will be resubmitted.

The screenshot displays the 'Foreign Travel Management System v7.0.3' interface. The main heading is 'EDIT TR ROUTING TEMPLATE'. Below this, there are buttons for 'Delete Template' and 'Clear Template'. The 'Template Name' is 'ARCELLO-SENSITIVE' and the 'Template Number' is '1'. A 'Routing Lookup by Site' section contains a table with the following data:

Seq.	Site ID	Receiver OPOC	Reviewer Name	Approval Level	Review Type	Delete
10	TJNAF	SUSAN EWING	SUSAN EWING	Local Approver	Approve	Delete
20	TJNAF	KRIS BURROWS	KRIS BURROWS	Local Approver	Approve	Delete
30	TJNAF	CAROL KINSEY	CAROL KINSEY	Local Approver	Approve	Delete
40	TJNAF	GLORIA DANIEL	GLORIA DANIEL	Local Approver	Approve	Delete
50	TJNAF	JOSEPH SCARCELLO	JOSEPH SCARCELLO	Head of Organization	Approve	Delete
60	SC	UZORDE CARTER	UZORDE CARTER	Local Approver	Approve	Delete
70	SC26	BRENDA MAY	BRENDA MAY	Local Approver	Approve	Delete
80	SC26	TIMOTHY HALLMAN	TIMOTHY HALLMAN	Programmatic RPSO	Approve	Delete

Below the table are buttons for 'Add New Routing Record', 'Save Template Changes', 'Close Without Changes', and 'Search'. The bottom of the screen shows a Windows taskbar with the date and time '9:05 AM 6/7/2012'.



# Back-up Template for Non-Sensitive Country

This is what the back up template for a Non-Sensitive trip will look like when completed.

Please note that Review type for Sequence 20 and Sequence 45 is Notify.

Foreign Travel Management System v7.0.3

User: Orangeprf  
System: Production  
User Information

Travel Information / Due Date Calculation / Help / FAQ

Search Home Create TR Draft CCR Approver Screen TR Routing Templates Administration Reports Log Out

Screen Help

**EDIT TR ROUTING TEMPLATE**

Delete Template Clear Template

Template Name: DALLAS-NS Template Number: 32

Routing [Lookup by Site](#)

Seq.	Site ID	Receiver OPOC	Reviewer Name	Approval Level	Review Type	Delete
10	TJNAF	SUSAN EWING	SUSAN EWING	Local Approver	Approve	Delete
20	TJNAF	KRIS BURROWS	KRIS BURROWS	Local Approver	Notify	Delete
30	TJNAF	CAROL KRISSEY	CAROL KRISSEY	Local Approver	Approve	Delete
40	TJNAF	GLORIA DANIEL	GLORIA DANIEL	Local Approver	Approve	Delete
45	TJNAF	JOSEPH SCARCELLO	JOSEPH SCARCELLO	Head of Organization	Notify	Delete
50	TJNAF	MICHAEL DALLAS	MICHAEL DALLAS	Head of Organization	Approve	Delete
60	SC	UZORDE CARTER	UZORDE CARTER	Local Approver	Approve	Delete
70	SC26	BRENDA MAY	BRENDA MAY	Local Approver	Approve	Delete
80	SC26	TIMOTHY HALLMAN	TIMOTHY HALLMAN	Programmatic RPSO	Approve	Delete

Add New Routing Record

Save Template Changes Close Without Changes Search

Search Home Create TR Draft CCR Approver Screen TR Routing Templates Administration Reports Log Out

Find: 2012050221 Next Previous Highlight all Match case Reached end of page, continued from top

9:10 AM 6/7/2012

# Back-up Template for Sensitive Country

This is what the sensitive country template will look like when completed.

Please note Sequence 45 Review type is Notify.

Foreign Travel Management System v7.0.3

User: Orangepr  
System: Production  
User Information

Travel Information / Due Date Calculation / Help / FAQ

Search Home Create TR Draft CCR Approver Screen TR Routing Templates Administration Reports Log Out

Screen Help

EDIT TR ROUTING TEMPLATE

Delete Template Clear Template

Template Name: DALLAS-SENSITIVE  
Template Number: 33

Routing Lookup by Site

Seq.	Site ID	Receiver OPOC	Reviewer Name	Approval Level	Review Type	Delete
10	TJNAF	SUSAN EWING	SUSAN EWING	Local Approver	Approve	Delete
20	TJNAF	KRIS BURROWS	KRIS BURROWS	Local Approver	Approve	Delete
30	TJNAF	CAROL KINSEY	CAROL KINSEY	Local Approver	Approve	Delete
40	TJNAF	GLORIA DANIEL	GLORIA DANIEL	Local Approver	Approve	Delete
45	TJNAF	JOSEPH SCARCELLO	JOSEPH SCARCELLO	Head of Organization	Notify	Delete
50	TJNAF	MICHAEL DALLAS	MICHAEL DALLAS	Head of Organization	Approve	Delete
60	SC	UZORDE CARTER	UZORDE CARTER	Local Approver	Approve	Delete
70	SC26	BRENDA MAY	BRENDA MAY	Local Approver	Approve	Delete
80	SC26	TIMOTHY HALLMAN	TIMOTHY HALLMAN	Programmatic RPSO	Approve	Delete

Add New Routing Record

Save Template Changes Close Without Changes Search

Search Home Create TR Draft CCR Approver Screen TR Routing Templates Administration Reports Log Out

Find: 2012050221 Next Previous Highlight all Match case Reached end of page, continued from top

9:11 AM 6/7/2012



# Be Aware

Templates will be checked once trips are routed. If not correct, the trip will be re-submitted so that you can correct your template

**PLEASE NOTE THAT ALL TRAVEL AUTHORIZATIONS (T/A) FOR FOREIGN TRAVEL WILL NEED TO BE APPROVED BY THE A.D. OF THAT DIVISION.**

**ATTACHMENTS**

- > Abstract (to include)
  - How this relates to work at the Lab
  - ◆ Who traveler will be in contact with
  - ◆ Topics of discussion
  - ◆ Benefit to Lab and DOE
- > Conference/Meeting Website address
- > Program or Agenda from Website
- > Presentation Title and Outline

# Foreign Travel Abstract Form

This form can be used to supply the information for the required attachments and then added to Section 2 of the TR(see next slide). This will be available to you on the Travel website on the Foreign Travel tab.

You may also just add your attachments to Section 2 and label them accordingly.

Foreign Trip Report Word Document 6812 (Compatibility Mode) - Microsoft Word

Home Insert Page Layout References Mailings Review View

Clipboard Font Paragraph Styles Editing

Jefferson Lab

Report Date: Click here to enter text

Name of Traveler: Click here to enter text Destination: Click here to enter text Dates of Travel: Click here to enter text FTMS Trip Number: Click here to enter text

Abstract (Major highlights of visit or discussion, Benefits of the travel to the Lab and DOE, Relationship to work at Lab, Topics to be discussed, Who you will be meeting with): Click here to enter text

Conference/Meeting Website and Agenda or Program as provided: Click here to enter text

Presentation Title and Outline: Click here to enter text

PLEASE ATTACH ANY ADDITIONAL NOTES IF NECESSARY TO FOREIGN TRAVEL REQUEST SECTION II

Travelers Signature DATE

Page: 1 of 1 Words: 111 11:58 AM 6/8/2012

# Attachments

In Section 2 below line 29 is where the required attachments should be included on the Trip Request (TR). Click the 'Add/Remove Attachments' button

FTMS v7.0.3 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

FTMS v7.0.3 Jefferson Lab Travel - Forms ... eCC Login Insight Desktop JLab - Log into JLab - Wed ... Approvals for TA 2012050221

doe.gov https://ftms.doe.gov/prod/1512\_A2.cfm?load\_general\_trip\_id=201213417

26. Names and Organizations of other personnel accompanying the traveler as part of a team. (Please do not exceed 1000 characters)

3 Character Count

27. Benefit to Government (include benefit to present position and the Department) (Please do not exceed 2000 characters)

561 Character Count

28. Type of Assignment

Temporary Duty

29. Comments. (Please do not exceed 4,000 characters for General Comments; 650 characters for other comments)

General comments regarding trip request

Add Comments

Attachments:

Bogacz\_2012060052\_InvitationLetter.pdf - General

Add/Remove Attachments

30. CERN Protocole d'accueil Date (mon/dd/yyyy)

31. Field TR (Reference) Number

32. Has the traveler contacted his/her Medical Support Staff to ensure awareness of safety and health issues of the country(ies) to be visited?

Yes No

Comments (Please do not exceed 1000 characters)

Medical Services has been notified and will contact traveler in regards to his trip to Switzerland.

99 Character Count

33. Will the traveler be taking DOE or Laboratory owned equipment on this travel?

Yes No

Travel Laptop

13 Character Count

Save Modifications Close Without Changes

TR Section Report

SECTION I - TRAVELER INFO SECTION II - GENERAL TR INFO SECTION III - TR ITINERARY

Search Home Create TR Draft CCR Approver Screen TR Routing Templates Administration Reports Log Out

Find: 2012050221 Next Previous Highlight all Match case Reached end of page, continued from top

9:12 AM 6/7/2012

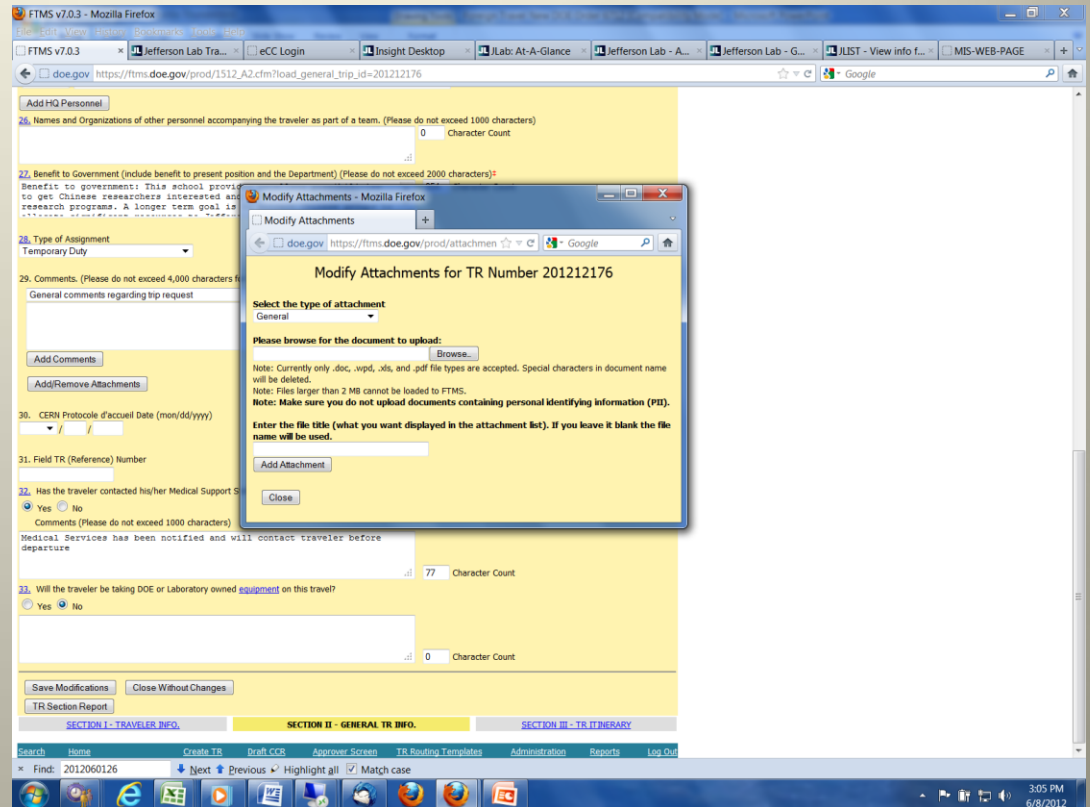
# Adding Attachments

Type of Attachment will be General.

Browse and Select your Attachment.

When done Click 'Add Attachment'.

Once all Attachments have been added you can close the window.





## Personal Leave

All personal leave should be noted on line 38e of Section 2 of the TR by selecting 'Personal Leave'.

In the box directly below you will add the dates of personal leave and any other pertinent information, such as leave in a different city or country.

The screenshot displays the FTMS v7.0.3 web application in a Mozilla Firefox browser. The address bar shows the URL: [https://ftms.doe.gov/prod/1512\\_A3.cfm/load\\_general\\_trip\\_id=201212942](https://ftms.doe.gov/prod/1512_A3.cfm/load_general_trip_id=201212942). The form is titled 'Personal Leave' and includes the following sections:

- 36. Start Date (mon/dd/yyyy):** Jul / 9 / 2012
- 37. End Date (mon/dd/yyyy):** Jul / 13 / 2012
- 38a. Select One or More Primary Purpose(s):**
  - ☒ Professional conference or workshop
  - ☐ Seminar/Symposium
  - ☐ Working group or colloquia (scientific meeting)
  - ☐ Site Visit
  - ☐ R and D activities under an informal, lab-to-lab, or government-to-government agreement
  - ☐ Meeting(s) on scientific, technical, project or programmatic matters
  - ☐ Procurement-related matters
  - ☐ Official Stop Over
  - ☐ Personal Leave
- 38b. List other primary purpose**  
Invited talk -
- 39. Justify Trip Purpose (i.e. Topics to be discussed, formal presentation or paper)**  
(Please do not exceed 1,500 characters)  
Multipion effects in charge lepton proton scattering:  
Form factors in QCD, lattice calculations:  
Beam charge asymmetry in electron/positron proton elastic scattering:  
451 Character Count
- This part of the trip involves:**
  - 40. ☐ Yes ☒ No, Lab-to-Lab agreement?
  - 41. ☐ Yes ☒ No, University-to-Lab agreement?
  - 42. ☐ Yes ☒ No, International agreement? If yes, enter agreement:
  - 43. ☐ Yes ☒ No, Will classified information be discussed?
  - 44. ☐ Yes ☒ No, Is the traveler planning on interacting with anyone from a DOE-designated sensitive country?
  - 45. ☐ Yes ☒ No, Does this itinerary involve Training?
  - 46. ☐ Yes ☒ No, Will any part of the trip discuss sensitive subjects?
- Additional Trip Involvement Information, (Please do not exceed 1000 characters)**  
0 Character Count
- 47. ☐ Yes ☒ No, Will any part of the trip involve information that is subject to U.S. Export Control restrictions?  
If yes, please provide details. (Please do not exceed 250 characters)  
0 Character Count



# QUESTIONS

