



FOREIGN TRAVEL

ORDER 551.1 REVISION "D"

IMPACT



6/11/2012



Impact on Traveler

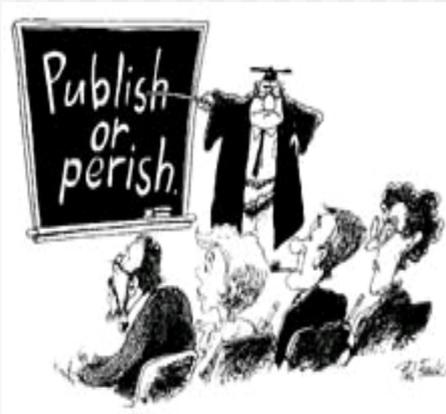
- Request for Foreign Travel
 - Conference details
 - Business vs personal dates
- Trip Report



Foreign Travel Request

Conference Details

- Abstract
- Agenda website
- Presentation
 - > title
 - > outline



Provide the following to your Admin

■ Abstract

- How conference relates to work at Jlab
- 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



<input type="text"/>	<input type="text"/>	<input type="text"/>	Report Date: <input type="text"/>
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Name of Traveler: <input type="text"/>	Destination: <input type="text"/>	Dates of Travel: <input type="text"/>	FTMS Trip Number: <input type="text"/>
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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):

Conference/Meeting Website and Agenda or Program as provided:

Presentation Title and Outline:

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

Travelers Signature → → → → → **DATE**

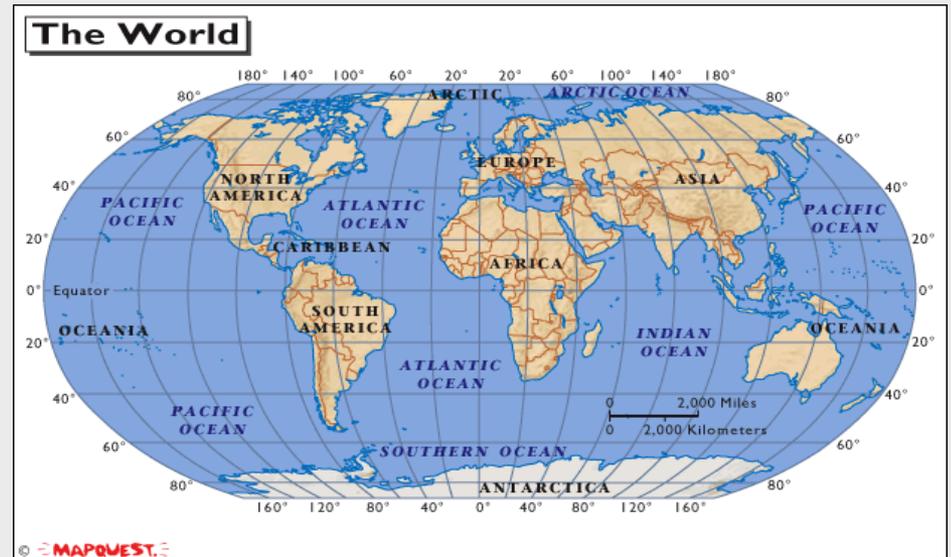
Form available on Travel website at Foreign Travel tab - "FT Conference Abstract"

Business Day Classifications

- Day before start of business — *(travel day)*
- Day after end of business - *(travel day)*
- Day(s) between business engagement - *(travel days)*
- Day(s) business is being conducted *(full days only)*
- Day of Rest — *(FTR 301-10.125 - 14 hour rule)*

Countries with NO DAY OF REST

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



Itinerary to Greece with Day of Rest

- 8/4 Depart NN for Greece
- 8/5 Day of Rest
- 8/6 Business Starts
- 8/7 Business Continues
- 8/8 Business Continues
- 8/9 Business continues
- 8/10 Last day of business
- 8/11 Personal leave starts
- 8/12 2nd day of Personal
- 8/13 3rd day of Personal
- 8/14 4th day of Personal
- 8/15 Day of Return to US

Total business days = 8

Personal leave days = 4

~ August 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 TRAVEL STARTS (Anytime)
5 DAY OF REST (Max. 24 hrs)	6 CONFERENCE OPENS	7 CONFERENCE CONTINUES	8 CONFERENCE CONTINUES	9 CONFERENCE CONTINUES	10 CONFERENCE ENDS at NOON	11 PERSONAL BEGINS
12 PERSONAL CONTINUES	13 PERSONAL CONTINUES	14 PERSONAL CONTINUES	15 AM TRAVEL (To arrive before midnight)	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Notes:

Itinerary to Scotland with NO Day of Rest

- 8/4 Depart NN in PM
- 8/5 Attend reception – 6pm
- 8/6 Conference Opens
- 8/7 Conference continues
- 8/8 Conference continues
- 8/9 Last day of conference
- 8/10 Personal leave begins
- 8/11 2nd day of Personal
- 8/12 3rd day of Personal
- 8/13 Return to NN

Business Days = 7

Personal Days = 3

~ August 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 PM TRAVEL (Why PM)
5 ATTEND RECEPTION (6 PM)	6 CONFERENCE OPENS	7 CONFERENCE CONTINUES	8 CONFERENCE CONTINUES	9 CONFERENCE ENDS (at noon)	10 PERSONAL Begins	11 PERSONAL CONTINUES
12 PERSONAL CONTINUES	13 AM TRAVEL (To arrive before midnight)	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Notes:

Dates To Remember

- June 18, 2012 –
 - New routing templates on all new submissions.
- June 30, 2012 –
 - travel end date when trip report requirement eliminated.
- July 15, 2012 –
 - travel start date when conference info required.
- August 1, 2012 –
 - travel start date when business vs personal leave policy changes

Expense and Trip Reports

DOE Funded Trip

- Submit Expense Report within 30 days of return from trip
- NO Trip Report required
(starts with travel ending after 6/30/12)

Non-DOE or Foreign Funding

- NO Expense Report to file if no costs incurred by Jlab (airfare, registration fee, etc.)
- NO Trip Report required
(starts with travel ending after 6/30/12)

Travel Guard by CHARTIS

- When you need assistance overseas
 - Medical assistance
 - Travel Medical emergency services
 - Political unrest – unable to contact consulate or embassy
 - Dispute over damages at hotel
 - Translator needed

Contact Travel Guard +01 (817) 826-7008

YOUR TURN



QUESTIONS

Comments

TRAVEL COORDINATOR

- Gloria to provide FTMS instruction for:
 - New Routing Templates
 - Attaching Conference Information
 - Adding Personal Leave Dates

Reminders

- Submit Request for Foreign Travel once TA is approved.
- Personal Days included –
 - document air comparison for business only cost at time travel arrangements are booked.
- When filing expense report - Trip Report requirement eliminated

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