Foreign Travel Update
DOE Order 551.1D

- Request for country clearance should be submitted as soon as possible to receive appropriate and timely clearance to enter country (Section 4c.2)
- Dept. of State requires that personnel embarking on foreign travel for 30 consecutive (business) days or more must take the Serving Abroad for Families & Employees (S.A.F.E) training. (Section 4c.3)
- US Government policy requires that country clearances be obtained for official travel to a foreign country. Clearance must be requested and received from the Embassy in the country to be visited. (Section 4c.1)
Laboratory and other facility site contractors are delegated the authority to approve foreign travel at the site/facility. The Responsible Program Secretarial Officer will have five (5) business days from the date of the site/facility approval (Head of Organization) to review and disapprove if necessary. (CRD 1.c)
DOE Order 551.1D Contractor Requirements
Document Attachment 1

- Comply with requirements for obtaining country clearance: Provide sufficient information to Embassy in country to be visited, and receive country clearance prior to start of travel. (CRD 1.h)
- Ensure that visas are obtained when required (traveler will receive email from (JRIS) JLab Registration/International Services). (CRD1.m)
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- Personal leave in conjunction with official and work for others (WFO) travel may be granted on a two business day to one personal day ratio (2:1), travel days to and from business location will be considered business days. (CRD 1.q)
- All foreign travel requests shall be entered in FTMS at least 30 calendar days prior to departure and must be approved prior to departure. (CRD 2.b)
Ensure that foreign travel does not begin unless all required approvals have been finalized. (CRD 2.c)

Substantial changes listed below will require re-approval:
(a) addition of one or more countries in TR;
(b) change in trip sensitivity from non-sensitive to sensitive. (CRD 2.d)

Ensure for those attending conferences that conference agendas (website) and presentations (individual) are uploaded into FTMS (section 2). (CRD 2.e)
Foreign Travel
Abstract

http://www.jlab.org/div_dept/cfo/travel/ForeignTravelConferenceAbstract.docx

Refer to “Revised Foreign Travel Order of 2012 - Impact on JLab (ppt) (pdf)” on the Travel page under the training tab for abstract requirements.
DOE Order 551.1D Contractor Requirements Document Attachment 1

- The link below will allow you to view the DOE Order for foreign travel in its entirety.
- https://www.directives.doe.gov/directives/0551.1-BOrder-d/view
Updates to FTMS

- Home Screen-Added the symbol –CC after the TR status for approved TRs that are missing one or more of its country clearances.
- Trip approval is based on final approval email from the Travel Services office, even though you may receive an email notification from FTMS with/without country clearance.
- Please refer to “Submitting Foreign Travel using 2012 Revised Order” located on the Travel page under the training tab for new routing template procedures.
Questions/Comments