

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

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

The screenshot displays the 'Foreign Travel Management System v7.0.3' interface. The browser window shows the URL 'https://ftms.doe.gov/prod/templateedit.cfm'. The user is logged in as 'Orangeprl' with the system set to 'Production'. The main menu includes 'Search', 'Home', 'Create TR', 'Draft CDS', 'Approver Screen', 'TR Routing Templates', 'Administration', 'Reports', and 'Log Out'. The 'EDIT TR ROUTING TEMPLATE' screen has a yellow background and contains the following fields and buttons:

- Template Name:** A text input field with the value 'undefined'.
- Template Number:** A text input field.
- Routing:** A section with a 'Look up by Site' link.
- Seq.:** A dropdown menu with the value '1'.
- Site ID:** A text input field.
- Receiver OPOC:** A text input field.
- Reviewer Name:** A text input field.
- Approval Level:** A dropdown menu with the value 'Local Approver'.
- Review Type:** A dropdown menu with the value 'Approve'.
- Buttons:** 'Add New Routing Record', 'Save Template Changes', 'Close Without Changes', and 'Search'.

The Windows taskbar at the bottom shows the date and time as '10:26 AM 6/8/2012'.

Setting up new template

Select the proper Site from the drop down list.

Scroll down to TJNAF and click.

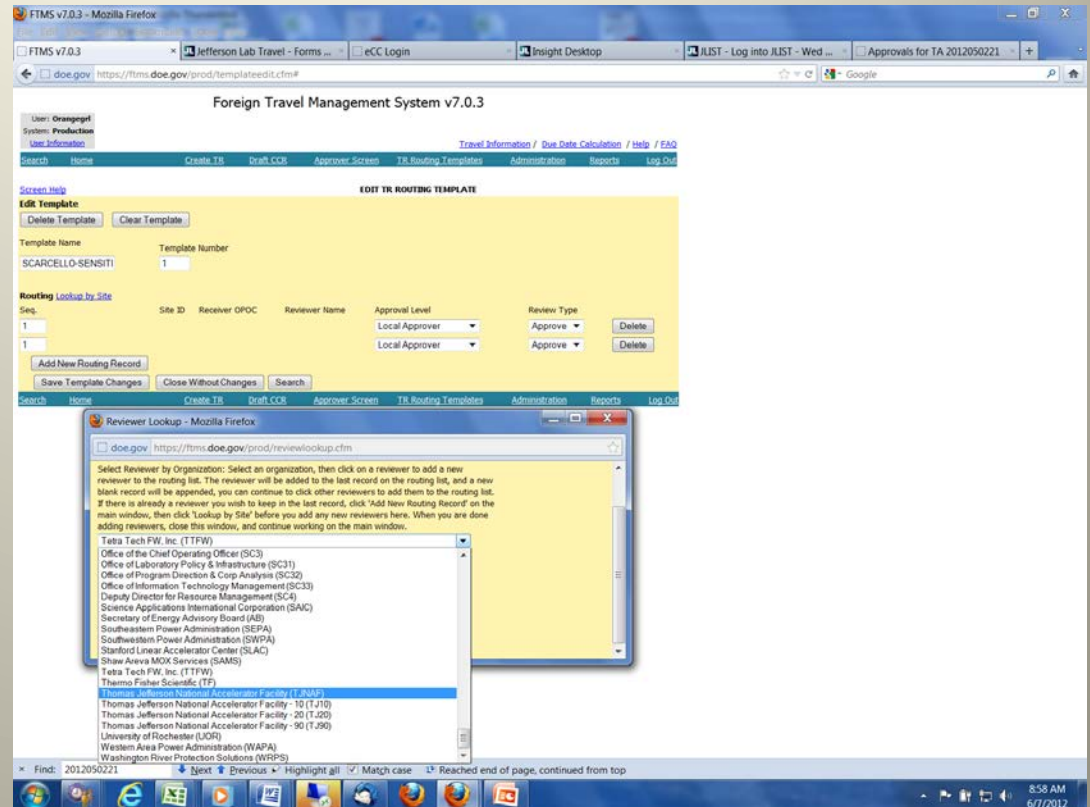
This will pull up the list of Approvers for you to select .

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 pop-up window titled 'Reviewer Lookup - Mozilla Firefox' is open, showing a list of reviewers and their roles.

Routing Table:

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
1						

Reviewer Lookup Table:

Name	Site ID	FTMS Role
ARANGO, 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: Orangepr
System: Production
User Information

Travel Information / Due Date Calculation / Help / FAQ

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

Screen Help

EDIT TR ROUTING TEMPLATE

Delete Template Clear Template

Template Name: SCARCELLO-NS Template Number: 1

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 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 COB 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.

Foreign Travel Management System v7.0.3

User: Orangeprl
System: Production
User Information

Travel Information / Due Date Calculation / Help / FAQ

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

Screen Help

EDIT TR ROUTING TEMPLATE

Delete Template Clear Template

Template Name: ARCELLO-SENSITIVE
Template Number: 1

Routing Lookup by Site

Seq.	Site ID	Receiver OPOC	Reviewer Name	Approval Level	Review Type	Delete
10	T3NAF	SUSAN EWING	SUSAN EWING	Local Approver	Approve	Delete
20	T3NAF	KRIS BURROWS	KRIS BURROWS	Local Approver	Approve	Delete
30	T3NAF	CAROL KINSEY	CAROL KINSEY	Local Approver	Approve	Delete
40	T3NAF	GLORIA DANIEL	GLORIA DANIEL	Local Approver	Approve	Delete
50	T3NAF	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 COG Approver Screen TR Routing Templates Administration Reports Log Out

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

9:05 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: Orangepr
System: Production
User Information

Travel Information / Due Date Calculation / Help / FAQ

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

Screen Help

EDIT TR ROUTING TEMPLATE

Edit Template
Delete Template Clear Template

Template Name: DALLAS-NS Template Number: 32

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 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	SC26	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 COB 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 COB 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

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 COB 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

Name of Traveler Destination Dates of Travel FTMS Trip Number

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

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 JLIST - Log into JLIST - Web 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)

n/a 3 Character Count

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

Staying at the forefront of accelerator design and technology for reconfiguring superconducting linacs with Energy Recovery. Present innovative beam dynamics solution for Large Hadron Electron Collider 551 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_201206052_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

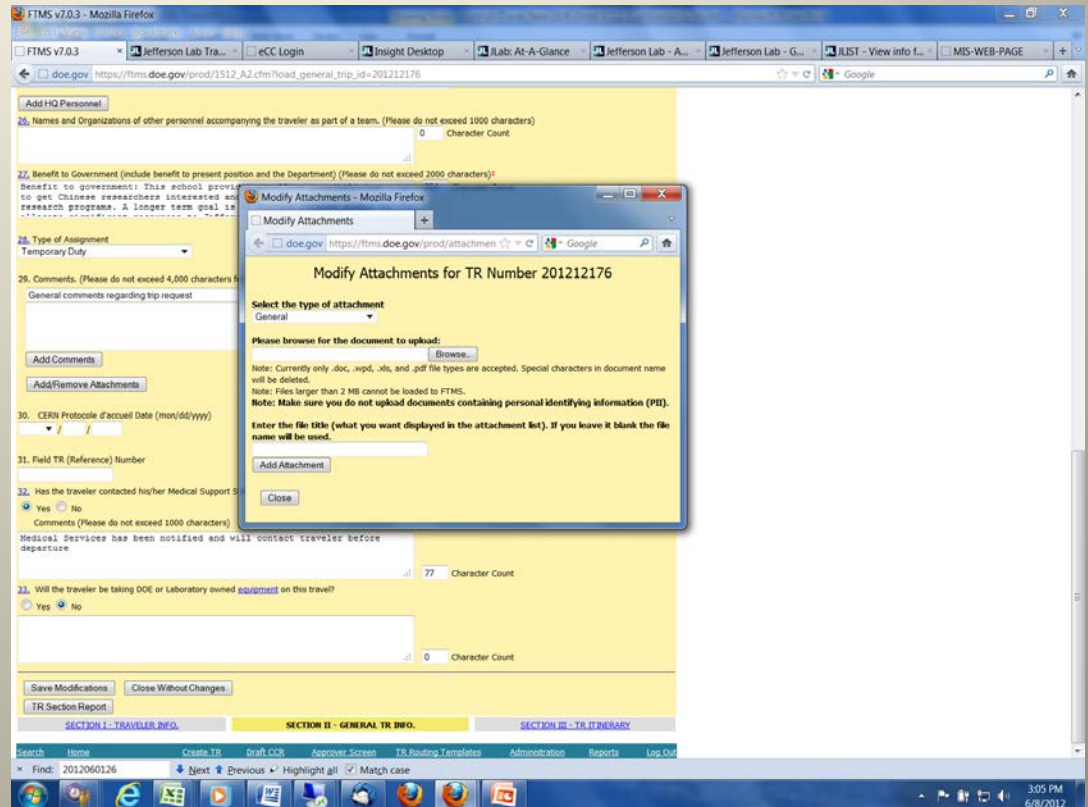
Adding Attachments

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 page is titled 'FTMS v7.0.3' and shows a travel request form for 'doe.gov'. The form is divided into several sections, with the 'Personal Leave' section highlighted in yellow. This section includes fields for 'Start Date' (Jul 9 / 2012) and 'End Date' (Jul 13 / 2012). Below these are checkboxes for various purposes, with 'Personal Leave' selected. A text box for 'Enter any additional Personal Leave information below (Dates, contacts, etc.)' is present. Further down, there are checkboxes for 'IAEA Travel', 'LDRD Project Work', 'Permanent Change of Station', and 'Other(s)'. A section for 'Justify Trip Purpose' contains a text box with scientific details and a 'Character Count' of 451. Below this, a series of questions (50-56) are asked, each with 'Yes' or 'No' radio buttons. The 'Additional Trip Involvement Information' section has a 'Character Count' of 0. The bottom of the form includes a 'Find' field with the value '2012060126' and a 'Next' button. The Windows taskbar at the bottom shows the date as 6/8/2012 and the time as 11:17 AM.

FTMS v7.0.3 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

FTMS v7.0.3 Jefferson Lab Tra... eCC Login Insight Desktop iLab: At-A-Glance Jefferson Lab - A... Jefferson Lab - G... JLIST - View info f... Approvals for TA...

doe.gov https://ftms.doe.gov/prod/1512_A3.cfm/load_general_trip_id=201212942

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

Enter any additional Personal Leave information below (Dates, contacts, etc.)

☐ IAEA Travel

☐ LDRD Project Work

☐ Permanent Change of Station

☐ Other(s)

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)?

Muon-positron 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:

50. ☐ Yes ☒ No, Lab-to-Lab agreement?

51. ☐ Yes ☒ No, University-to-Lab agreement?

52. ☐ Yes ☒ No, International agreement? If yes, enter agreement:

53. ☐ Yes ☒ No, Will classified information be discussed?

54. ☒ Yes ☐ No, Is the traveler planning on interacting with anyone from a DOE-designated sensitive country?

55. ☐ Yes ☒ No, Does this itinerary involve Training?

56. ☐ 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

Find: 2012060126 Next Previous Highlight all Match case

11:17 AM 6/8/2012



QUESTIONS

