

**FTMS Justification for Non-compliance with 30-day Notification Requirement.**

FTMS requires that full submission requests for foreign travel are completed 30 days prior to the start of the trip. Note that this requirement is for a full submission and not just the draft submission needed in order to obtain an FTMS number.

**Please provide the following details describing the reasons for non-compliance:**

Traveler Name: \_\_\_\_\_

Travel Coordinator Name: \_\_\_\_\_

Destination (city / country): \_\_\_\_\_

Date of first travel: \_\_\_\_\_

Date of full FTMS submission: \_\_\_\_\_

Travel Authorization number: \_\_\_\_\_

Date on which the travel requirement was first identified \_\_\_\_\_

Date of the initial entry of the JSA Travel Authorization \_\_\_\_\_

**Provide a brief summary of the reasons we were unable to comply with the 30-day requirement such as, planning inadequacies, scheduling difficulties, last minute requirements.**

**Provide plans to avoid non-compliance in the future. What actions will be taken to avoid the difficulties encountered in this situation for future submissions?**