

MEMORANDUM

To:

From: Robert W. Gee
Assistant Secretary for Fossil Energy

Subject: Official Foreign Travel

The Department issued DOE Order 551.1, Official Foreign Travel, on February 1, 2000. In accordance with this new order, Fossil Energy is implementing the following FE policies and procedures which go into effect immediately:

1. All requests for foreign travel to a **sensitive country** or involving a **sensitive subject** must be approved by the traveler's immediate supervisor and submitted to the Office of Human Resources and Program Support (FE-6) no later than 30 days before the proposed departure date. All requests for foreign travel to a **non-sensitive country** and **not involving a sensitive** subject must be approved by the traveler's immediate supervisor and submitted to FE-6 no later than 21 days before proposed departure date. The sensitive country and sensitive subject lists are available at: <http://nn43web.nn.doe.gov/nuctrans.htm>

Note: Requests for foreign travel for FE Headquarter's personnel **must be entered** into the Foreign Travel Management System by FE-6 before the 30 or 21 day deadlines. Any request submitted after these deadlines will be considered an "EXCEPTION".

2. Any request for foreign travel submitted as an "EXCEPTION" will require that a waiver be submitted with the foreign travel request. To be considered for approval, waivers must contain the detailed information as outlined on Attachment 1. You will be notified if your waiver has been approved or denied as soon as a determination has been made. **Generally waivers will not be granted.**
3. Country clearance **MUST** be granted before any traveler departs on foreign travel. Each traveler will be notified by FE-6 when country clearance is received. Electronic versions of DOE Form 1512.1 (Request for Approval of Foreign Travel) printed from the Foreign Travel Management System, will not be distributed to the traveler until country clearance is obtained.
4. Post-travel trip reports for all official foreign travel are required to be submitted by all federal and contractor personnel. Trip reports must be prepared within 30 days after return to duty station. Trip reports must be prepared in accordance with Attachment 2 and must contain the actual trip cost. Trip reports should be forwarded electronically to Pam Gentel, FE-6, for appropriate distribution.
5. New requests for foreign travel will not be considered if a traveler is delinquent in submitting a post-travel trip report.

Any questions regarding these procedures should be directed to Pam Gentel on 3-1856.

Request for Waiver for Foreign Travel

1. Traveler's Name:
2. Country to be visited:
3. Purpose of Travel:
4. Traveler's Specific Role:
5. Other HQ or Field personnel attending and their roles:
6. Impact to Fossil Energy program if travel does not occur:
7. Why is travel being submitted under the 30/21 day deadline:

FOREIGN TRAVEL TRIP REPORTS

Trip reports for DOE employees and contractors are to consist of the two parts described below.

Part 1 must be completed by each traveler. Part 2 can be combined with other travelers who participated in same meetings/conferences/workshops, etc.

Part 1

Title of the report (i.e., "Travel to ___");

Report date (MM,DD,YYYY);

Date(s) of travel (MM,DD,YYYY);

Name of all traveler(s) on this trip;

Position/title of the traveler;

Employing organization and organization code;

Business address including street, city, and zip code;

Foreign Travel Management System (FTMS) trip number;

Travel destinations (include organization, facility, city, state/province, country);

Brief purpose of the trip (include the justification from the foreign travel request);
abstract (such as major highlights, benefits of the travel, people contacted, results of meetings, facilities visited, including their locations).

Part 2

1. Results of any meetings or discussions with representatives of foreign government(s) and/or company(ies).
2. Were any observations, conclusions, speculations and information relating to the safety, health, and security of future travelers learned?
3. Actual cost of trip:

Attachment 2