

## Request for Approval of Foreign Travel Worksheet

### Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection or information, including suggestions for reducing this burden, to U.S. Department of Energy, Office of Organization and Management Systems, Paperwork Reduction Project ( 1910-2100), 1000 Independence Ave., SW, Room 4D-024, Ma, 513.2, Washington, DC 20503.

**PRIVACY ACT INFORMATION STATEMENT:** Collection of the information is authorized by the Department of Energy Act of 1979, P.L., 96-91. Disclosure of the personal information requested is mandatory to support authorization for official travel to foreign countries, and to obtain a passport.

The information furnished will be used by DOE to authorize travel and payment of travel expenses, by the Department of State to issue a passport, and by the General Accounting Office to audit and verify the accuracy and legality of disbursement.

### Traveler/Trip Information

Traveler name:			Clearance:		
Z No.:			SSN:		
Departure Date:		Return Date:	Date of birth:		
Trip Type: <input type="radio"/> Foreign Sensitive Requiring Appr. <input type="radio"/> Foreign Requiring Appr.			Birthplace:		
Travel Type: <input type="radio"/> DOE <input type="radio"/> Conference - DOE <input type="radio"/> Conference - Reimb. <input type="radio"/> Reimbursable <input type="radio"/> Conference - Non-DOE			Home phone:		
Destination (City/State/Country):			Work phone:		
Passport No.:		Exp date:	Division:		
Citizenship:		<input type="checkbox"/> Additional Citizenship	Group:		
Dual Citizenship:			Mail stop:		
Field of work:			E-mail:		
Admin contact Z No. or Name:			Position:		
Admin Contact Phone:			Person type:		

### General Information

Other LANL travelers (Include Z Number and Name)			Non-LANL travelers	
Z Number	Name	Organization	Name	Organization

DOE personnel with whom trip was coordinated			Note: See Attachment 1 for a list of DOE Organizations
Name	DOE Org	Phone	
			Comments

Benefit to Government
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Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ LANL Trip Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Itinerary Information**

**Use the itinerary continuation page, Form 1512\_con, as required.**

Account for the entire time between departure and return. Complete a separate itinerary for each city/country to be visited and for each personal or leave period.

Itinerary type:  En route/Arrival  Jetlag  Business  Personal  Non-business  En route/Return

Primary Purpose: (See attachment 1 and enter code)

Start Destination (City/State/Country): \_\_\_\_\_ Date: \_\_\_\_\_

End Destination (City/State/Country): \_\_\_\_\_ Date: \_\_\_\_\_

Details: If business itinerary, provide technical justification concerning the subject matter to be discussed including papers, lectures, etc.

- Received Invitation
- Classified Information
- International Agreement (See attachment 1 and enter code)
- Sensitive Topic Topic: \_\_\_\_\_

Other Meetings: \_\_\_\_\_

Conference Name: \_\_\_\_\_  
 Type:  Scientific  Other Multi-Country conference:  Yes  No Speaking/poster/presenting at conference?  Yes  No

Contacts			
Host/Contact Name	Phone	Affiliated Institution	Facility to be Visited

Itinerary type:  En route/Arrival  Jetlag  Business  Personal  Non-business  En route/Return

Primary Purpose: (See attachment 1 and enter code)

Start Destination (City/State/Country): \_\_\_\_\_ Date: \_\_\_\_\_

End Destination (City/State/Country): \_\_\_\_\_ Date: \_\_\_\_\_

Details: If business itinerary, provide technical justification concerning the subject matter to be discussed including papers, lectures, etc.

- Received Invitation
- Classified Information
- International Agreement (See attachment 1 and enter code)
- Sensitive Topic Topic: \_\_\_\_\_

Other Meetings: \_\_\_\_\_

Conference Name: \_\_\_\_\_  
 Type:  Scientific  Other Multi-Country conference:  Yes  No Speaking/poster/presenting at conference?  Yes  No

Contacts			
Host/Contact Name	Phone	Affiliated Institution	Facility to be Visited

**Lodging Information**

Use the lodging continuation page, Form 1512 lod, as required.

Start date/ End date	Location (City, State, Country)	Name/ Address	Phone/ Reservation provided by	Personal Days	Official Days
			<input type="radio"/> BUS-1 <input type="radio"/> Agency		
			<input type="radio"/> BUS-1 <input type="radio"/> Agency		
			<input type="radio"/> BUS-1 <input type="radio"/> Agency		
			<input type="radio"/> BUS-1 <input type="radio"/> Agency		
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**Funding Information**

Salary						Travel					
Cost Code	Prog Code	Cost Acct	Work Pkg	B&R Code	%	Cost Code	Prog Code	Cost Acct	Work Pkg	B&R Code	%

DOE funding Organization	
DOE Organization	Percent

Non-DOE funding Organization (include only Work for Others (WFO)/Reimbursible Funding)		
Source	Amount	Description

**Cost Estimate**

Ticketed by:  BUS-1  Agency

Ticketed amount: \_\_\_\_\_

Amount paid by host: - \_\_\_\_\_

Amount paid by traveler: (out of pocket) - \_\_\_\_\_

Amount paid by reimbursable work for others: \_\_\_\_\_

Estimated airfare by LANL: System generated

Transportation to/from Albuquerque:  Private Vehicle  Rental Vehicle  Private Air  Commercial Air  None

Trans. to/from Albuquerque amount: \_\_\_\_\_

Lodging allowance: + \_\_\_\_\_

Meals and incidental allowance: + \_\_\_\_\_

Surface Transportation: + \_\_\_\_\_

Foreign car rental: ( 70.00 x \_\_\_\_\_ days) + \_\_\_\_\_

Registration fee (US Dollars): + \_\_\_\_\_

Miscellaneous Allowance: + \_\_\_\_\_

Amount paid by non-DOE funding source(s) (excluding airfare): - \_\_\_\_\_

Amount paid by traveler (excluding airfare): - \_\_\_\_\_

Amount paid by reimbursable work for others (excluding airfare): - \_\_\_\_\_

Estimated other allowable costs by LANL: System generated

U.S. Department of Energy  
**REQUEST FOR APPROVAL OF FOREIGN TRAVEL**

**Primary Purposes**

<b>Code</b>	<b>Description</b>
1	Site visit
2	Information meeting
4	Professional conference, seminar or workshop
6	Procurement related matters
8	Personal/leave
9	Other
12	Professional working group or colloquia
14	Research and Development

**International Agreement**

<b>Code</b>	<b>Description</b>
0	US-Russian MPC&A Agreement of 10/2/99
1	Cooperation on Fundamental Science Supporting Stockpile Stewardship
1000	US/UK Mutual Defense - JOWOG
2000	US/FRANCE Mutual Defense

**DOE Organizations**

<b>Code</b>	<b>Description</b>
EE	Energy Efficiency & Renewable Energy
EH	Environment, Safety & Health
EM	Environmental Management
ER	Office Of Science
FE	Fossil Energy
IN	Office Of Intelligency
ME	Management, Budget, & Evaluation
NE	Nuclear Energy, Science & Technology
NNSA/DP	Defense Program Office
NNSA/NN	Defense Nuclear Nonproliferation
RW	Radioactive Waste Management
SO	Office Of Security