

## FOREIGN TRAVEL AUTHORIZATION REQUEST

1.) Traveler Name:	2.) DOS Training Date:
3.) Meeting/Event Name:	4.) Primary Role of Traveler :
5.) Purpose of travel (note if travel orders or invitational letter is attached):	
6.) Destination(s):	7.) Requesting International Phones?: <div style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
8a.) Dates of Travel : <div style="text-align: center;">Start Dates :</div>	End Dates :
8b.) Event /Meeting Date(s): <div style="text-align: center;">Start Dates :</div>	End Dates :
<div style="text-align: center;">Start Dates :</div>	End Dates :
9.) Justification Why Event /Meeting Dates are Different from Travel Dates (i.e. a rest day, pre/post conference meetings):	
10.) Non-Contract Fare/Premium Class explanation (address cost comparison to city-pair tickets). Attach separate sheets if needed:	
<input type="checkbox"/> Premium Class Travel Request attached	

11.) Additional Travelers (name/role):	Do they have the same itinerary? <input type="checkbox"/> Yes <input type="checkbox"/> No

12.) AA Signature of Approval:
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<b>FOR OA COORDINATION ONLY, by:</b>	<b>Estimated Expense:</b>
<b>Date Received by FMD:</b>	<b>Date Submitted to OA:</b>
<b>Comments/Remarks:</b>	<b>Support Documentation:</b> <div style="display: flex; flex-wrap: wrap;"><div style="width: 50%;"><input type="checkbox"/> Agenda</div><div style="width: 50%;"><input type="checkbox"/> Travel Justification</div><div style="width: 50%;"><input type="checkbox"/> OIC Approval (for any Auditor)</div><div style="width: 50%;"><input type="checkbox"/> Expense Estimate</div><div style="width: 50%;"><input type="checkbox"/> Other: _____</div><div style="width: 50%;"><input type="checkbox"/> Invitation Letter</div><div style="width: 50%;"><input type="checkbox"/> DOS Training</div></div>

**Administrator's Decision:**

☐ Approved      ☐ Denied

_____ Signature	_____ Date
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Complete 1 - 12, and send to [FSCGeneral@fsis.usda.gov](mailto:FSCGeneral@fsis.usda.gov). Notify US Bank when you will be using your GovCC outside of the U.S.

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## Foreign Travel Authorization Request Instructions

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1. **Traveler Name.** Enter the name of the Traveler
  2. **Training Date.** Department of State (DOS) requires security training for travel to selected posts abroad identified as High Threat High Risk (HTHR) locations (see FSIS notice 52-16). Enter N/A for non-high threat locations, or the date you completed the training and provide a copy of your certificate.
  3. **Meeting/Event Name.** Enter the Meeting/Event Name.
  4. **Primary role of the Traveler.** From the drop down menu, choose the role description that best describes the primary role the traveler will have during the trip.
  5. **Purpose.** Enter the purpose of the trip in detail, using 2-4 sentences. Note the following, if applicable: if another agency is paying for the trip, and whether travel orders or an invitational letter bears on the trip.
  6. **Destination.** Enter all substantial destinations of the trip. Do not include layover locations during travel as a destination.
  7. **Requesting International Phone.** Communications security requires that government phones used internationally be specially configured. Indicate if you will be requesting an international phone for this travel.
  - 8a. **Dates of Travel.** Enter the departure and return dates for the trip. You must attach a flight itinerary. DO NOT book your tickets at this time.
  - 8b. **Event/Meeting Dates.** Include the beginning and end dates of all conferences you will attend, or legs of the journey for multiple destination trips. Do not include pre-conference meetings (those are justified under 6). You must attach a meeting agenda.
  9. **Justification Why Event/Meeting Dates are Different from Travel Dates.** If the travel dates are more than a calendar day different than the event/meeting dates, please provide justification why. Justifications can include, but are not limited to, travel across the International Date Line, pre-conference meetings, or a rest day in lieu of business class travel. Pre-conference meetings should be justified in your travel orders, invitational letter, or other attached documentation.
  10. **Enter the Justification for Requesting a Non-Contract Fare or Premium Class fare.** Include justification for using any non-contract or non-economy fare. If you are requesting a premium class ticket, you need to also provide the following:
    - a. **A statement certifying that the chosen route is not circuitous**
    - b. **A cost comparison detailing the difference between coach fares with an additional rest day and business fares without a rest day**
    - c. If business class is substantially more expensive (i.e. \$500 or more) than coach with a rest day, provide a detailed explanation justifying the additional expenditure of funds

**\* For instances where business class or higher will be requested, indicate that you have attached the Premium Class Travel Request form.**
  11. **Additional Travelers.** Enter the names of all other travelers on the itinerary and their role for the trip, and specify if they are on the same agenda. Be sure to include any FSIS travelers from other Program Offices; check with your program management if unsure.
  12. **AA Signature:** Approval signature of AA is required prior to submission to OCFO, for concurrence of expected TDY expenses. You must attach a cost estimate, if not provided on itinerary.
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