

FOREIGN TRAVEL CHECKLIST
(This section to TS with package)

SUBMIT AS A COMPLETE PACKAGE WITH THIS CHECKLIST

Traveler's Name _____
 Country _____
 Dates of Travel _____
 Outside Funds Yes _____ No _____
COMPLETED

- Travel Authorization
 - Sponsor Form, Upload to Portal -----
 - Authorization Remarks
 - (Conference name, dates, Sponsor, outside funds \$\$ amount, Sponsor website, annual leave, deviations for personal reasons, actual subsistence requested, rental car justification, non-contract carrier justification, driving GOV/POV, -----
 - OSEC remarks in GovTrip;
 - Role*Purpose*Benefit to USDA -----
 - GovTrip Fax cover sheet -----
 - RL Approval; sign GovTrip document to route -----
- Airline Itinerary -----
- FTIS Country Reference Table Printout -----
- FTIS record completed, Purpose needs info; Role N/A; USDA benefit N/A
 - OSEC Information: -----
 - If applicable, < 60 day justification or < 45 day justification letter -----
 - Approved by RL and FTIS record signed off -----
- Visa Application, as referenced in FTIS Country Reference Table printout
 - Photos & Money Orders, as required, original signatures (black ink) -----
 - Include hard copy and passport with package -----
 - UPS Return Label
 - Remarks: Traveler's Name, Add email address of TS w/delivery confirmation ----
- Outside Funds
 - Letter of Invitation – emailed to TS & provide sponsor email address -----
 - Must include: Name of Sponsor/Company/University, purpose of travel, costs to be covered; return address; payment in-kind or reimbursed -----
 - Non Federal Source Report -----
 - Conflict of Interest Analysis -----
 - Letter of Acceptance, MWA Director, Upload to Portal
 - 1 page letter; 11.5 font; smallest font to use -----
 - 2 page letter; 12 pt font; bullet #3 on page 2 -----
- eCC County Clearance Form, include draft copy w/package, Upload Final to Portal, -----

Passport Application, as needed

- DS-11 (for no previous official or personal passport)
 - http://travel.state.gov/passport/forms/ds11/ds11_842.html -----
- DS-82 (to renew passport)
 - http://travel.state.gov/passport/forms/ds82/ds82_843.html -----
 - Type (all CAPS) application will print barcode for faster processing, applicants signature (black ink)

Passport Accountability, Travel Coordinator

- Verify correct passport application -----
- DS-4085, if additional pages are needed -----
- Verify validity dates required by country table -----
- Attach accountability form -----

Reviewed by Location Travel Coordinator -----

REMINDERS

- Trips that require a new issue passport should be submitted **75** days prior to departure date.
- All other trips should be submitted at least **60** days prior to departure date.
- Foreign packages that do not have all required information will be returned to location without being processed