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CHAPTER 7. FOREIGN TRAVEL

SECTION 1. GENERAL INSTRUCTIONS

- 7-0101. PURPOSE. This chapter prescribes the procedures applicable to authorization and performance of foreign travel.
- 7-0102. DEFINITIONS. See Appendix A.
- 7-0103. AUTHORIZATION. Except for routine operational foreign travel (defined in Appendix A) which may be approved by Heads of Operating Administrations or their designees, the Deputy Secretary or his/her designee will be the approving official for all foreign travel (see 2-0203).
- 7-0104. MEMORANDUM OF JUSTIFICATION. All requests for foreign travel approval will be submitted individually on a memorandum of justification with an individual travel authorization for the Deputy Secretary's signature. The memorandum, travel authorization (DOT F 1500.3) and other necessary documentation (such as an official request from a foreign Government) will be forwarded to the Deputy Secretary through the Assistant Secretary for Policy and International Affairs, with copies of the documents furnished to the Office of International Policy and Programs. The memorandum will be submitted at least ten days in advance of travel and will contain the following minimum information:
- a. The purpose of the trip, with explicit reasons for each stop.
 - b. Other participants at each point to be visited. Include names and titles of persons to be visited and other known DOT and Federal Government personnel at the temporary duty point.
 - c. The total travel cost of the trip. Indicate use of Government aircraft. Also, if the travel is part of a Departmental delegation, indicate the estimated total delegation cost.
- 7-0105. TRAVEL AUTHORIZATIONS. Travel authorizations for foreign travel will be issued in accordance with chapter 2. The signature of the Deputy Secretary or other approving official will be on the authorization. Although important, the memorandum of justification may not be used in lieu of the travel authorization as the authority for payment of travel allowances. Care should be taken to assure that each authorization contains all the information required by the authorizing official. The information on the travel authorization must be complete so as to preclude the preparation of other documents to support payment of allowances.

- 7-0106. CLEARANCE. Departmental Officers and Heads of Operating Administrations will contact the Office of International Policy and Programs in the Office of the Secretary prior to performing foreign travel to assure appropriate clearance. The Administrator of the St. Lawrence Seaway Development Corporation need not obtain such clearance for routine administrative visits to Canada.
- 7-0107. SPECIAL ADMINISTRATIVE CONSIDERATIONS.
- a. Immunizations. Employees should contact their servicing civilian health unit or the public health organization of the State where they live for information on necessary inoculations.
 - b. Per Diem Allowance. Per diem is payable at the rates and under the entitlement conditions set forth in chapter 4. Foreign per diem rates change frequently and vary widely by locality. The servicing accounting office should be able to advise travelers of current rates.
 - c. Hotel Reservations. Employees with official stations in the Washington, DC, metropolitan area may have the DOT Travel Management Center make hotel reservations for them in connection with their travel in foreign areas. Employees are responsible for any charges in connection with cancellation of hotel reservations.
- 7-0108. FOREIGN TRIP REPORT. Foreign trip reports are summaries of accomplishments and highlights of foreign trips and are required of employees within 30 days after completion of travel except for the following:
- a. Routine operational travel as defined in Appendix A.
 - b. Delegation travel when a delegation report is prepared and submitted.
 - c. Transfer and tour renewal agreement travel.
 - d. Sensitive or classified mission travel.

The report will be submitted to the travel authorizing official who will determine if the report should be forwarded to other officials for their review. Officials who are required to coordinate their travel with the OST Office of International Policy and Programs will submit their trip reports to the Deputy Secretary, with copies to the Assistant Secretary for Policy and International Affairs and the Office of International Policy and Programs. Delegation or group reports may be submitted in lieu of individual trip reports.

SECTION 2. PASSPORTS AND VISAS

7-0201. APPLICATIONS.

a. Passports.

- (1) Washington, DC, Area. Travelers in the Washington, DC area may apply for passports and be administered the oath for passports with any of the OST Travel Units.
- (2) Other Areas. Travelers applying for passports in other locales must appear before a Department of State passport agent, a clerk of a Federal or State court who is authorized to accept passport applications, or a postal employee designated by the postmaster at a post office which has been selected to accept passport applications. Department of State passport agents are located in Boston, Chicago, Honolulu, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Francisco, and Seattle.

- b. Visas. Visas usually will be obtained for Headquarters and field office personnel through OST Travel Units. A request for a visa will be accompanied by the passport with necessary photographs and pertinent visa information) (including dates and purpose of travel and countries to be visited). The OST F 1500.3, Visa Request, will be prepared by the Travel Unit. For additional information and assistance, contact an OST Travel Unit.

7-0202. REQUIRED DOCUMENTS.

a. DSP-11, Passport Application (original only).

b. DOT F 1500.7, Request for Official Passport Action.

- (1) An application submitted to an OST Travel Unit at Departmental Headquarters will include an unsigned original and four copies of the DOT F 1500.7.
- (2) An application submitted directly by the field will include a DOT F 1500.7 signed by an authorized official designated by the State Department. One copy of the signed DOT F 1500.7 will be furnished the OST Travel Unit.
- (3) All applications will include the date, place of birth, and title and name, and for military personnel, the social security account number (SSAN).

- c. Two Photographs. The photographs shall be 2X2 inches in size, black and white or color (no Polaroid), taken less than six months prior to applying for passport. The photograph must be clear, front view, full face, with a light, plain background.
- d. Proof of Birth. Acceptable proof includes a previously issued passport or a birth certificate recorded before the individual's first birthday. The birth certificate must have a raised seal and must contain the date the birth was recorded. Caution: A baptismal certificate or a copy of the birth certificate (without raised seal) does not constitute evidence of identity.

- 7-0203. PROCESSING. Passports and visas generally require a minimum processing time of 30 days, therefore, applications should be submitted at least 30 days prior to the scheduled travel. Additionally, all Requests for Official Passport Action (DOT F 1500.7) will contain complete mailing addresses to avoid delays in forwarding by the Department after receipt from the Passport Office.
- 7-0204. SECURITY. Official passports will be kept by the appropriate administrative or travel offices when they are not being used for travel.
- 7-0205. DISPOSITION. All passports should be forwarded for cancellation to the OST Travel Unit, with letters of explanation when employees no longer require the passports because of change in employment, retirement, or other reasons.

SECTION 3. USE OF EXCESS FOREIGN CURRENCIES

- 7-0301. SCOPE. This section establishes procedures for the use of excess foreign currencies for the payment of travel, transportation, per diem and related expenses of employees on official Government business including the travel of dependents where authorized. The procedures will enable DOT employees, through the Department of State overseas disbursing officers, to use excess foreign currencies for the payment of transportation services pursuant to U.S. Government Transportation Requests (GTR), SF 1169, and U.S. Government Bills of Lading (GBL), SF 1103, and for payment of per diem and related expenses of employees and dependents when traveling to, from, or within, countries where the supply of available U.S. owned currencies is in excess of probable requirements of the United States.
- 7-0302. BACKGROUND. It is the policy of the United States Government to use available excess foreign currencies to the maximum extent possible to pay for travel, transportation, per diem and related expenses. This policy conserves American dollars and reduces the flow of American currency to foreign countries. The Department of State issues periodic "Foreign Currency Bulletins" on travel covering the use of excess and near excess foreign currencies; and the Department of State may be contacted concerning current information on foreign currency usage.
- 7-0303. APPLICABILITY. The instructions contained in this chapter apply to all DOT employees traveling under DOT or Foreign Service regulations.
- 7-0304. AVAILABILITY OF EXCESS FOREIGN CURRENCIES.
- a. Listings of the countries in which the foreign currency holdings of the U.S. Government are excess or near excess are announced at least annually by Office of Management and Budget (OMB) Bulletins. The authorized uses of such excess currencies depend upon the terms of the individual agreement signed with each country. In general, there are no limitations on use of these currencies for travel and transportation costs where the travel or transportation purchased ORIGINATES IN the excess currency country.
 - b. In some instances, use of excess foreign currencies is limited for travel and transportation costs incurred in movements terminating in or transiting the excess currency country.

- c. An employee may not use foreign air carrier service for TDY travel in order to use excess foreign currency where American air carrier service is available, even though the amount expended on the foreign carrier is only a fraction of the amount that could have been expended in excess foreign currency for the entire trip (Comp. Gen. decision B-184136, March 10, 1976).

7-0305. CONNECTING TRAVEL. Most of the agreements with the applicable countries covered in the State Department's bulletins provide for connecting air travel in the United States as part of the authorized international travel. To include such connecting travel in through ticketing payable in foreign currency, the GTR should be presented to an office of the international carrier which will accept payment in the country involved. Tickets purchased from such offices may provide connecting air travel to or from any point in the United States.

7-0306. PROCUREMENT OF TRAVEL AND TRANSPORTATION SERVICE.

- a. The same documents and procedures are used to purchase travel and transportation tickets or services payable in excess foreign currencies as for U.S. dollars. In issuing and exchanging GTR'S, GBL's or commercial bills of lading, the form must clearly state that it is payable in foreign currency. WHERE THIS NOTATION ON PAYMENT IN FOREIGN CURRENCY IS OMITTED, THE CARRIER MAY DEMAND PAYMENT IN U.S. DOLLARS. The "Bill To" portion of the GTR, GBL, or other procurement document must contain the following information:
- (1) The name of the Operating Administration or the Office of the Secretary as requesting agency, together with identification of the employee's organization;
 - (2) The address to be billed; and
 - (3) The instruction on payment in foreign currency.
Example: FAA/SO, c/o American Embassy, Tel Aviv, Israel--Payment to be made in Israeli Pounds.
- b. If any problems are encountered from carriers in procurement of travel and transportation service with excess foreign currencies in the United States, the servicing accounting office should be notified. If the problem arises overseas, the nearest U.S. embassy should be contacted.

- 7-0307. NOTIFICATION OF PROCUREMENT. When procuring travel or transportation in accordance with these instructions, the traveler will attach the duplicate copy of the GTR (SF 1169b) to his/her travel voucher when he/she submits it for payment either to the U.S. disbursing officer at the appropriate embassy or to the accounting office at the employee's permanent duty station. The office issuing a GBL will forward the memorandum or appropriate advance copy to the accounting office which will ultimately pay the bill.
- 7-0308. PAYMENT PROCEDURE. Carriers will submit their bills to the embassy indicated in the "Bill To" portion of the GTR's or GBL's. To facilitate preparation of GTR's by travelers and processing by the State Department, the complete appropriation symbol will always be shown on GTR's and GBL's even though the appropriation indicated in the accounting classification to be charged may be different. The U.S. disbursing officer at each embassy will send the Statement of Transactions, SF 1221, together with carrier's bills and supporting documents to the appropriate accounting office monthly for all excess currency disbursements.
- 7-0309. PER DIEM AND PERSONAL EXPENSES.
- a. Travelers should minimize the use of U.S. dollars for travel and per diem expenses in all foreign countries but particularly in excess/near excess foreign currency countries. Travel advances issued in U.S. dollars and personal funds should be converted into U.S. owned foreign currency by the traveler UPON ARRIVAL in an excess/near excess currency country. This should be done through the accommodation exchange service provided by the disbursing officer at the appropriate embassy or by cashiers at U.S. consulates. Travelers should take a supply of personal or traveler's checks for conversion to local currency by accommodation exchange for official and personal expenses while in the excess/near excess countries. Travelers should purchase all local currency needs in the excess countries by accommodation exchange PRIOR TO paying hotel bills, buying transportation tickets, etc. Travelers, while in excess/near excess currency countries, shall submit expense vouchers, SF 1012, to embassy disbursing officers at the end of each calendar month for payment in excess/near foreign currency.

- b. U.S. owned foreign currency purchased by accommodation exchange at State Department offices offers the most favorable rate legally available in the countries. Under no circumstances may any traveler representing the U.S. Government become involved in black market transactions. To do so subjects the traveler to disciplinary action. Government per diem rates in foreign countries are based on the official rate of exchange used by the U.S. disbursing officer. Normally, the Department will be charged the U.S. dollar equivalent at the rate used by the disbursing officer for official U.S. expenditures prevailing at the time of payment of vouchers presented to embassies for payment in local currency.

SUPPLEMENT**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**4/1/86
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SUBJ: TRAVEL MANUAL

1. PURPOSE. This supplement provides redelegation of authority to authorize attendance at meetings involving travel.

2. DISTRIBUTION. This supplement is distributed to the branch level in the FAA headquarters, Metropolitan Washington Airports, and regions; to section level at the centers; and to resident directors. A limited distribution is made to all field offices and facilities; and copies are furnished to addressees on the ZAA-388 special distribution list.

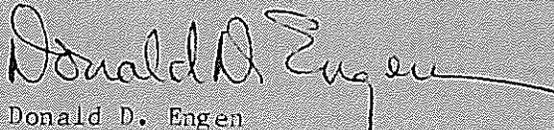
3. CANCELLATION.

a. The Deputy Administrator's memorandum, Travel Approval for Meetings and Conferences, dated May 9, 1983, is cancelled.

b. Notice N 1500.60, Travel to Meetings and Conferences, dated May 3, 1985, is cancelled.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
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Donald D. Engen
Administrator

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FA SUPPLEMENTAL PAGE

8-0107-S1. MEETING AUTHORIZATION REQUESTS.

a. For 10 or More Participants. The authorization request for travel expenditures for 10 or more participants at external meetings will be submitted to the Manager, Fiscal Standards Branch, AAA-430, at least 3 weeks in advance of the meeting or conference in order to obtain the Administrator's and the Departmental Meeting Coordinator's approval. The sponsoring organization will maintain authorization records needed for obtaining the approval for 2 years.

b. For Less Than 10 Participants. The authorization requesting approval for travel expenditures for less than 10 participants at external meetings is to be obtained from the appropriate associate administrator or head of organization reporting to the Administrator. The requesting organization will maintain authorization records needed for obtaining the approval for 2 years.

c. This supplement is not intended to supersede approvals required in FAA Order 1200.8B, Public Information Activities and Programs, and FAA Order 1240.9, International Aviation Programs.