

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

FINANCIAL MANAGEMENT

TRAVEL

REQUEST FOR APPROVAL OF INTERNATIONAL TRAVEL

Effective Date: 10/01/2003

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1. PURPOSE

This Guide provides policy and procedures for FDA personnel to follow when requesting approval of international travel. This guidance applies to all officers and employees of the FDA, both civilian and commissioned corps. Travel funded by the FDA is processed through the Travel Manager System, which works in tandem with the FDA accounting system to generate travel related documents such as the Travel Manager Authorization.

2. REFERENCES

Chapters 1-70 and 6-00, DHHS Travel Manual.

3. DEFINITION

The Department has defined international travel as:

All travel on official duty time (except change of official duty station) outside the United States, Guam, American Samoa, Puerto Rico, the U.S. Virgin Islands, and any other territory under U.S. jurisdiction. (An exclusion is travel within a foreign country in which an employee's official duty station is located and non-overnight inspectional travel to Canada and Mexico as described in the Office of Regulatory Affairs' Field Management Directive number 13.)

4. RESPONSIBILITY

A. Offices of FDA. The immediate office, or other designated office of the traveler shall prepare all necessary travel documents associated with a request for approval of international travel including the electronic Notification of Foreign Travel (NFT). This form should be sent to the International Relations Staff (IRS), Office of International Programs (OIP), HFG-1, Room 15A-55, Parklawn Building at least 37 calendar days prior to the scheduled departure date.

- B. International Relations Staff (IRS). IRS is responsible for concurring in all international travel for FDA personnel, processing all travel documents, notifying the Public Health Service (PHS) and Department of Health and Human Services (DHHS), and responding to requests from the Office of International Health, PHS and the Office of International Affairs, DHHS concerning international travel.
- C. Office of Management and Operations (OMO). The Associate Commissioner for Management and Operations or authorized delegee is responsible for approving all international travel for FDA personnel and for approving acceptance of cash or in kind travel support.

5. NOMINATIONS OF PERSONNEL

The policy and procedures to be followed when nominating employees for participation in intergovernmental meetings, expert panels, technical committees or to serve as consultants or advisors may be found in chapter 6-00-50 in the DHHS Travel Manual and the FDA Standard Operating Procedures for Interactions With Major International Organizations. <http://intranet.fda.gov/ofm/travel/Authorization/Travabroad.htm>

6. PREPARATION OF TRAVEL DOCUMENTS

The immediate office of the traveler or other designated individual within the traveler's organization shall prepare the necessary travel documents. To provide meaningful coordination and to maintain effective liaison with the Office of International Health, PHS, all requests for international travel will be directed to IRS. The travel documents should include:

1. Travel Paid by FDA or Other U.S. Government Agency
 - a. Travel Manager Authorization
 - b. Office of the Secretary Notification of Foreign Travel - access <http://ogha.psc.gov/ogha/>
 - c. Justification for Two or More Travelers
 - d. Justification for Late Submission of International Travel memorandum.

This memorandum must be completed if the travel is less than 37 working days prior to the scheduled departure date

2. Travel Paid by Other Sources

Consult FDA Staff Manual Guide 2340.1 and DHHS Travel Manual Chapter 1-70.

7. INTERNATIONAL TRAVEL DOCUMENT CHECKLIST

Although each Office/Center has designated an International Travel Contact to interact with IRS, each traveler should designate one person (referred to herein as "manager") in their immediate office who will be responsible for assuring that all travel documents are prepared correctly and are submitted in a timely manner and that the essential documents are received prior to initiation of travel.

The required documents for international travel have been incorporated into a "Checklist" which the "manager" in the traveler's office should use to assure that all appropriate documents have been prepared prior to forwarding the international travel package to IRS. The "Checklist" should not be submitted with the travel package.

8. INTERNATIONAL TRAVEL APPROVAL PROCESS

- A. The Office/Center International Travel Contact shall submit the electronic Notification of Foreign Travel form to the International Relations Staff (IRS), OIP, HFG-1, Room 15A-55, Parklawn Building at least 37 calendar days prior to the scheduled departure date.

Notification for travelers who are attending the same meeting must be forwarded to IRS along with the Justification for Two or More Travelers.

NOTE: If the NFT for some travelers have been completed and the 37 calendar day limit is in jeopardy, those that are completed should be sent to IRS and IRS should be informed that other(s) will be forthcoming.

- B. IRS will review the NFT and issue cables to American Embassies following approval, as required.
- C. IRS will:
1. Forward the Office of the Secretary Notification of Foreign Travel to the Office of Global Health Affairs (OGHA), DHHS.
 2. For all SES and equivalent level travelers, send an information copy of the Office of the Secretary Notification of Foreign Travel to the Associate Commissioner for Health Affairs, Room 14-95.

D. ALL travelers must have an approved travel manager authorization prior to departure.

9. PASSPORT AND VISA

To obtain an official passport and visa(s), a Request for Release of Official Passport/Visa(s) should be prepared by the traveler's office and submitted to the Travel Audit Section (TAS) in OFM. TAS will notify the "manager" and/or traveler if it is necessary to complete any additional documentation with regard to obtaining a passport or visa.

The Department of State requires four weeks for processing a request for an Official Passport. TAS must receive the request for issuance or renewal of an Official Passport at least five weeks prior to the travel departure date.

Travelers may use an Official Passport only for official travel. FDA employees must return their Official Passport, either in person or by certified mail, to the Passport/Visa Coordinator, International Relations Staff, Room 15A-55, (HFG-1), 5600 Fishers Lane, Rockville, Maryland 20857.

10. ADVANCE OF FUNDS

Travel advances for international travel will be limited to travelers that do not have government issued travel charge cards. All cardholders shall use their government issued travel charge card to obtain cash from an ATM. should be limited to meals and other out-of-pocket expenses unless the travel approving official determines that travel circumstances are expected to prohibit use of a charge card to charge lodging, car rental or other travel expenses.

11. AIRLINE/TRAIN TICKETS

To obtain airline and/or train tickets the traveler's office should contact the servicing Travel Management Center (TMC) for reservations.

Employees are reminded of five requirements regarding international air travel:

1. Rest stops of up to 24 hours may be authorized when at least one duty point is outside the contiguous 48 states, and scheduled flight time exceeds 14 hours (including stopovers of less than eight hours) by a direct or usually traveled route.
2. Only economy class travel may be routinely authorized for all trips.
3. Business class may ONLY be used on international flights, (of more than 14 hours including stopovers) in lieu of a rest stop, when a cost

comparison shows that the cost of business class travel without a rest stop is less than the cost of economy class travel including a rest stop. Use of business class under these circumstances must be specifically stated on the NFT and on the travel authorization, and cost comparison information must be submitted with the travel authorization for approval.

4. Employees must use an American Flag Carrier on all transoceanic flights and between any other points served by them. Any use of a foreign flag carrier requires the completion of the Foreign Flag Carrier Justification Form.
5. Airline tickets must be purchased using the Agency's TMC.

Questions about airline/train tickets and regulations pertaining to them should be addressed to the TMC or the Travel Audit Section, OFM on 827-5008.

12. HOTEL RESERVATIONS/RENTAL CARS

Obtaining reservations for hotels and/or rental cars are the responsibility of the traveler's office and therefore the servicing TMC should be contacted in order to make the appropriate arrangements.

13. KEY CONTACTS

To facilitate the preparation and processing of international travel documents, the following list of contacts is provided:

Assistance for	Contact
Overall International Travel, Passport and Visa	International Relations Staff Office of International Programs 827-4480
Advance of Funds	Division of Accounting 827-5008
Travel Voucher (Paper vouchers)	Division of Accounting 827-5008
Travel Manager Vouchers	TM Help Desk 827-5677
Accounting Information, Form 348	Division of Accounting 827-5008
Hotel/Airline/Train reservations	Carlson Wagonlit 1-877-202-6712

14. INDIVIDUAL TRIP REPORTS

Each traveler is to prepare a written summary of the significant aspects and results of their trip, particularly commitments made and required follow-up, when the activities of the trip impact other offices or components of the agency or the Department. A copy of the report should be provided to the IRS at tripreport@oc.fda.gov as well as all affected components.

15.EFFECTIVE DATE

The effective date of this guide is October 1, 2003.

TRAVEL ORDER

Original Amendment No. _____ Cancellation
 (See HHS Travel Manual, Part 3, for Detailed Instructions)

4. NAME AND POSITION OR RANK _____ 5. SSAN _____

6. CONSTITUENT/BUREAU/DIVISION/REGION _____

7. PRESENT OFFICIAL STATION _____

1. TRAVEL ORDER NO. _____

2. APPROPRIATION NO. _____

3. ESTIMATED COSTS*

	TO DHHS	TO OTHERS
TRAVEL	\$ _____	\$ _____
PER DIEM	_____	_____
OTHER	_____	_____
TOTAL	\$ _____ 0.00	\$ _____ 0.00

8. APPROX. DATE OF DEPARTURE _____

9. APPROX. DATE OF RETURN _____

10. ITINERARY AND PURPOSE OF TRAVEL (Show city, state or country, dates and reasons - use continuation sheet if necessary)

NOTICE: TRAVELERS ARE RESPONSIBLE AND LIABLE FOR UNUSED GTR'S - TICKETS RECEIVED UNTIL THEY HAVE BEEN PROPERLY ACCOUNTED FOR ON A TRAVEL VOUCHER OR RETURNED TO THE AGENCY.

11. SPECIAL AUTHZTN	TRAVEL BY PRIVATELY OWNED AUTO IS AUTHORIZED ON MILEAGE BASIS RATE SPECIFIED BELOW FOR:	<input type="checkbox"/> EMPLOYEE AND/OR <input type="checkbox"/> DEPENDENTS	11A. CHANGE OF STATION
	_____ ¢ PER MILE AS MORE ADVANTAGEOUS TO GOVT _____ ¢ PER MILE NOT TO EXCEED COMMON CARRIER COSTS _____ ¢ PER MILE NOT TO EXCEED COSTS BY GOVT-OWNED AUTO		
	<input type="checkbox"/> GSA AUTO <input type="checkbox"/> AUTO RENTAL UNDER GSA CONTR <input type="checkbox"/> OTHER (Specify below) <input type="checkbox"/> EXCESS BAGGAGE <input type="checkbox"/> REGISTRATION FEE		TRANSPORTATION OF <input type="checkbox"/> DEPENDENTS <input type="checkbox"/> H/H GOODS & PERS. EFFECTS <input type="checkbox"/> TEMPORARY QTRS <input type="checkbox"/> RESIDENCE TRANSACTIONS <input type="checkbox"/> TEMPORARY STORAGE <input type="checkbox"/> HOUSE HUNTING TRIP <input type="checkbox"/> MISC. EXP. ALLOWANCE <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> HHS-355: SIGNED <input type="checkbox"/> NOT REQUIRED

12. TRAVEL & PER DIEM IS AUTHORIZED IN ACCORDANCE WITH DHHS POLICY AND:

FTRs JTR's OTHER (Specify)

PER DIEM: NONE IN U.S. OUTSIDE U.S. VARYING RATES PER ABOVE REGS
 RATE \$ _____ LODGINGS PLUS ACTUAL EXPENSE FIXED

13. FOREIGN TRAVEL

TO BE PERFORMED FOR (DHHS, UN, etc.) _____

EXPENSES TO BE PAID BY _____

SECURITY APPROVAL GRANTED FOR TRAVEL OF 90 DAYS OR LESS OVER 90 DAYS DATE _____

RESPONSIBLE FOR SECURITY CLEARANCE OF TRAVELER ASSUMED BY _____

14. ACCOUNTING DATA (See HHS Acct'g Manual & Acct'g Code Book)

RECORD TYPE	EFF. DATE	TRANSACTION CODE	REVERSE CODE	ORIGINAL OBLIGATION		OTHER DOCUMENTS		GEO CODE	FISCAL YEAR	COMMON ACCOUNTING NO	OBJ. CLASS CODE	AMOUNT DOLLARS & CENTS	FED/NON FED	VENDOR/CUSTOMER CODE (PRIMARY RECIPIENT)	PAYMENT COLLECTION DOC	PPBS		CASE II
				DOC. REF. CODE	DOCUMENT NO.	DOC. REF. CODE	DOCUMENT NO.									101-106	107-108	
//				130						*	*	*	1	*				2
//																		
//																		
//																		

15. NAME AND TITLE OF OFFICER RECOMMENDING ABOVE TRAVEL _____

AUTHORITY IS HEREBY GRANTED TO PERFORM TRAVEL AND TO INCUR SUCH EXPENSES AS MAY BE NECESSARY UNDER THE CONDITIONS SET FORTH ABOVE

AUTHORIZED BY _____ TITLE _____
 DATE _____

Staff Manual Guide 2342.2 Attachment B

DATE:
FROM: International Affairs Staff, OHA _____
SUBJECT: Notification of Foreign Travel
TO: Office of International Affairs (OIA), DHHS,
Room 627H - HHH Building
THROUGH: Division of Financial Management _____

Traveler's Name and Title, Organization, and Telephone Number:
SES, ASG, or Schedule C: Yes_ No X

John F. Smith
Director
Division of International Activity
Center for Food Safety and Applied Nutrition
(202) 485-0000

Itinerary (places and dates):
7/10/89 LV: Washington, D.C. to Rome, Italy
7/13/89 LV: Rome, Italy to Bangkok, Thailand
7/27/89 LV: Bangkok, Thailand to Washington, D.C.

Anticipated Contact with U.S. and Foreign Officials: Employee will meet with officials from the Food and Agriculture Organization, and representatives from the Government of Thailand.

State Department Post Services Requested: None

Amount and Source of Funding: FDA - \$6,639.00

Purpose of Travel: Italy - Consultation with FAO Headquarters Staff about the Thailand Export Certification Program.

Thailand - Mr. Smith, in collaboration with the Food and Agriculture Organization and the Government of Thailand, will review the National Export Certification Program and its application in the field of export practices.

OASH
Approved _____ Disapproved _____ Date _____

OS
Approved _____ Disapproved _____ Date _____

Staff Manual Guide 2342.2 Attachment C

JUSTIFICATION FOR TWO OR MORE TRAVELERS

It is advantageous for the Department and FDA to have active participation and leadership in the development of Thailand's Export Certification Programs to assure exports are in compliance with existing FDA standards. U.S. influence in the development of these standards helps to assure safe and honestly labelled food products that are imported into and consumed in the U.S.

John Poe is the recently designated Director, Division of Shellfish Products, Food Safety and Applied Nutrition. He is responsible for all shellfish activities and will be discussing implementation of standards with his foreign counterparts.

Mr. Charles Smith is an ORA Expert in the area of shellfish processing, and his expertise was specifically requested by the Government of Thailand.

Mr. John F. Smith is an advisor on FDA policies in the area of international activities. He will meet with officials to discuss technical assistance to foreign governments provided by FDA.

Staff Manual Guide 2342.2 Attachment D

DATE:
FROM: Division of International Activity, CFSAN
SUBJECT: Request for Release of Official Passport/Visa(s)
TO: Accounting Reports and Analysis, HFA-120

This is to inform you that Mr. Smith will be traveling abroad and will need his official passport. The following information is provided:

1. Name and Title

John F. Smith Grade GS-15
Director
Division of International Activities
CFSAN
(202)485-0000

2. Places and Dates

7/10/89 LV: Washington, D.C. to Rome, Italy
7/13/89 LV: Rome, Italy to Bangkok, Thailand
7/27/89 LV: Bangkok, Thailand to Washington, D.C.

3. Justification

Italy - Consultation with FAO Headquarters Staff about the Thailand Export Certification Program.

Thailand - Mr. Smith, in collaboration with the Food and Agriculture Organization and the Government of Thailand, will review the National Export Certification Program and its application in the field of export practices.

For more information please contact:

Jane Doe
485-0000
FB-8 - Room 7324

Staff Manual Guide 2342.2 Attachment E

DATE:

FROM: Director, Division of International Activity, HFF-000

SUBJECT: Justification for Late Submission of International Travel

TO: Director, International Affairs Staff, HFY-50

The Government of Thailand specifically requested that the United States Government supply experts from different government agencies to conduct this certification program. The Food and Drug Administration was the last agency to be invited to send a representative. The Division of International Activity staff had the responsibility of selecting representatives who are experts in this field. Due to conflicts in scheduled work, travel, and annual leave it was only agreed upon three days ago that I could attend as the Food and Drug Administration's representative.

John F. Smith

Staff Manual Guide 2342.2 Attachment I – Letter of Acceptance

Dennis Bridges
Executive Officer
Food and Agriculture Organization
1001 22nd Street, N.W.
Washington, D.C. 20437

Dear Mr. Bridges:

On behalf of the Food and Drug Administration, I am pleased to acknowledge your invitation to Mr. John F. Smith, Director, Division of International Activity, Center for Food Safety and Applied Nutrition, to review the Food and Agriculture Organization's National Export Certification Program and its application in the field of export practices. The travel will take place in Rome, Italy, and Bangkok, Thailand from July 10-27, 1989.

In accordance with your letter of May 12, 1989, we understand that your organization will reimburse the costs for travel, per diem and miscellaneous expenses. When Mr. Smith has returned and presented his claim, you will be notified by our Accounting Branch of the amount to be reimbursed. Checks are to be made payable to the Food and Drug Administration.

Enclosed for your reference is some general information on guidelines for FDA employees who speak or participate in outside seminars and conferences.

Sincerely,

Frank P. Claunts
Director, Division of Financial Management