Differences between a Domestic and Foreign Request

Objective: In this section we will go over the extra fields to fill out when you submit a request for foreign travel instead of domestic as well as any differences to pay attention to while filling out the form.

**Note:** To avoid having to allocate each expense individually, perform the allocations after you have finished adding all the expenses to your report.

When filling out the Request Header, note the following differences for foreign travel:

- **Select** Foreign Travel from the Request Policy drop down.
- **Change** the Trip Type to Foreign as well.
- Under Trips Involved, **select** the option that most closely fits with your travel purpose.
- Be sure to **fill out** Agreement Number if your trip requires an International Agreement.
- Stating the Benefit to the Government is required for your travel request to be approved. **Write** a brief summary of why your trip specifically benefits the government.
- Be sure to **mark** whether the trip is funded by the DOE, Stanford, Foreign Source, or Other.
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- For other funded projects or foreign funded projects, **begin typing** OFUND into the project field as shown above. The drop down should provide *(OFUND) Other Funded* that is located at the very bottom. For foreign funding, **begin typing** FFUND.
  a. For both OFUND and FFUND, in the following Activity, WBS, and Fund fields, **select** the 0 entries.

When filling out *Trip Segments*, note that there are new required fields for foreign travel.

- **Note**: All fields must have the correct information. Do not enter in NA or TBD in any of the fields. If the fields are not filled out correctly, the application for country clearance cannot be submitted. For hotel information, enter your best estimate as to where you may be staying.