

Differences between a Domestic and Foreign Request

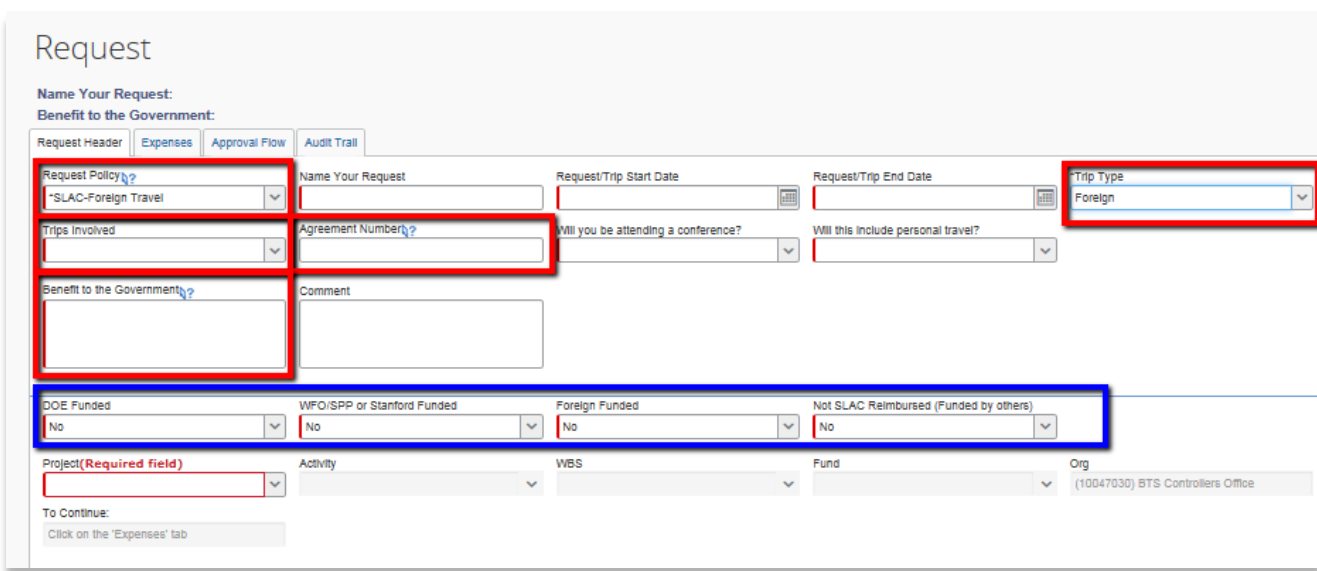
Objective: In this section we will go over the extra fields to fill out when you submit a request for foreign travel instead of domestic as well as any differences to pay attention to while filling out the form.



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*.



The screenshot shows the 'Request' form in Concur. The 'Request Header' tab is active. The form includes the following fields and sections:

- Request Policy:** A dropdown menu with '-SLAC-Foreign Travel' selected. This field is highlighted with a red box.
- Name Your Request:** A text input field.
- Request/Trip Start Date:** A date picker field.
- Request/Trip End Date:** A date picker field.
- Trip Type:** A dropdown menu with 'Foreign' selected. This field is highlighted with a red box.
- Trips Involved:** A dropdown menu.
- Agreement Number:** A text input field. This field is highlighted with a red box.
- Will you be attending a conference?:** A dropdown menu.
- Will this include personal travel?:** A dropdown menu.
- Benefit to the Government:** A text input field. This field is highlighted with a red box.
- Comment:** A text input field.
- DOE Funded:** A dropdown menu with 'No' selected.
- WFO/SPP or Stanford Funded:** A dropdown menu with 'No' selected.
- Foreign Funded:** A dropdown menu with 'No' selected.
- Not SLAC Reimbursed (Funded by others):** A dropdown menu with 'No' selected. This entire row of funding options is highlighted with a blue box.
- Project (Required field):** A dropdown menu.
- Activity:** A dropdown menu.
- WBS:** A dropdown menu.
- Fund:** A dropdown menu.
- Org:** A dropdown menu with '(10047030) BTS Controllers Office' selected.
- To Continue:** A button labeled 'Click on the 'Expenses' tab'.

Differences between a Domestic and Foreign Request

- 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*.
 - For both *OFUND* and *FFUND*, in the following *Activity*, *WBS*, and *Fund* fields, **select** the 0 entries.

Activity: 2 00000 | WBS: 3 00.00.00.00.00 | Fund: 4 0 | Org: (10047030) BTS Controllers Office

To Continue:
Click on the 'Expenses' tab

Type to search by: TEXT CODE
(Code) Text

(10681-A3610-13.02.03.03.01-KC0401050) 10681 A3610 13.02.03.03.01 KC0401050
(16833-A1416-11.03.03.04.01) 16833 A1416 11.03.03.04.01
(17618-A1202-11.02.03.04.01-VT1201000) 17618 A1202 11.02.03.04.01 VT1201000
(10989-A3012-13.02.06.01.01-KC0401050) 10989 A3012 13.02.06.01.01 KC0401050
(13166-B2001-12.11.02.05.04) 13166 B2001 12.11.02.05.04
(OFUND-00000-00.00.00.00.00-000000000) Other Funded 00000 00.00.00.00.00 000000000
(17532-A3811-13.02.06.01.01-KC0401050) 17532 A3811 13.02.06.01.01 KC0401050
(FFUND-00000-00.00.00.00.00-000000000) Foreign Funded 00000 00.00.00.00.00 000000000
(11963-B2001-12.11.01.02.01) 11963 B2001 12.11.01.02.01
(16484-D1201-12.18.01.01.01-AT4010110) 16484 D1201 12.18.01.01.01 AT4010110

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

Request Header | Expenses | Approval Flow | Audit Trail

+ New Expense | Delete

Date	Expense Type	Amount	Requested
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Expense Type: Trip Segment(s) [*REQUIRED] | Segment Start Date: 04/28/2018

Segment End Date: 05/08/2018 | Business Location: Vancouver, British Columbia

Primary Purpose: Professional Conference or workshop | Host Name: 604.222.1047

Host Phone: 604-222-1047 | Facilities to be visited: JW Marriott parq Vancouver

Affiliated Institution: TRIUMF | First Date at Facility: 04/28/2018

Hotel Name: JW Marriott parq Vancouver | Hotel Phone: 604-676-0888

Justify Trip Purpose: Attending IPAC conference to network and gain further knowledge of accelerator research and development results.



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.