## Differences between a Domestic and a Foreign Request

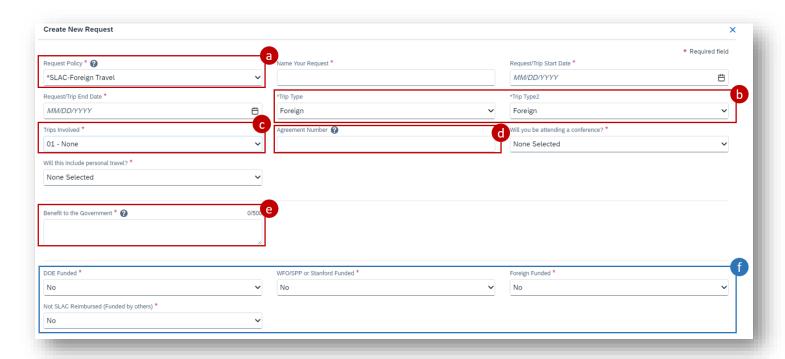


**Objective**: In this section, we will review the additional fields required when submitting a request for Foreign travel instead of Domestic, along with any distinctions to note when completing the form.



**Note**: To streamline the process and avoid allocating each expense individually, perform the allocations after you have added all expenses to your report.

- 1. When completing the Request Header, take note of the following distinctions for foreign travel:
  - a. **Choose** "\*SLAC-Foreign Travel" from the Request Policy dropdown menu.
  - b. Adjust the Trip Type and Trip Type2 to "Foreign".
  - c. In the *Trips Involved* section, **select** the option that best aligns with your travel purpose.
  - d. Ensure to provide the Agreement Number if your trip involves an International Agreement.
  - e. **Enter** the *Benefit to the Government*. It is required to specify the Benefit to the Government for your travel request to be approved. Provide a brief summary outlining how your trip specifically benefits the government.
  - f. Indicate whether the trip is funded by the DOE, Stanford, a Foreign Source, or Other.



SLAC TRAVEL 1

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For trips funded by sources other than DOE or Stanford, or for foreign-funded projects, begin typing the letter "O" into the Project field as illustrated below (Figure 1). The dropdown menu should show "(OFUND) Other Funded". Select it, then proceed to complete the Activity, WBS, and Fund fields. In the subsequent Activity, WBS, and Fund fields, select the "O" entries (Figure 2). For foreign-funded trips, start typing the letter "F", then select "(FFund ) Foreign Funded". Just like with OFUND, the Activity, WBS, and Fund fields should be set to "O" (Figure 3).

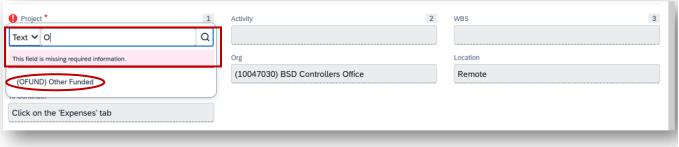


Figure 1





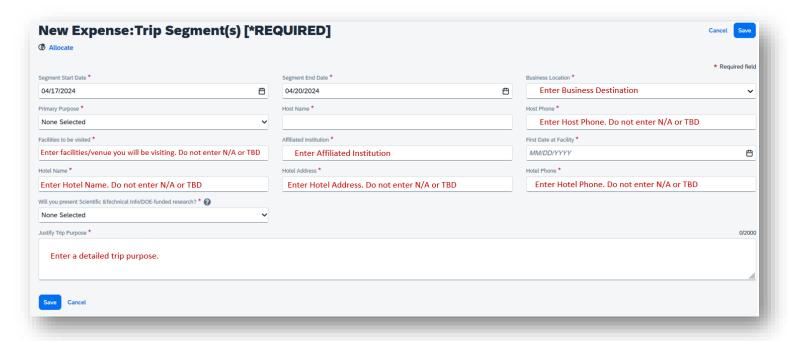
Figure 3

SLAC TRAVEL 2

## **Differences between a Domestic and a Foreign Request**



2. When completing Trip Segments, be aware that there are additional mandatory fields for foreign travel.





**Note**: Ensure all fields contain accurate information. <u>Avoid entering</u> "NA" or "TBD" in any field. Inaccurate completion of fields will result in the inability to submit the country clearance application. When providing hotel information, provide your best estimate of where you may be staying.

SLAC TRAVEL 3