

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.

The screenshot shows the 'Create New Request' form with several fields highlighted by red boxes and labeled with letters a through f:

- a:** Request Policy dropdown menu, currently set to '*SLAC-Foreign Travel'.
- b:** Trip Type and Trip Type2 dropdown menus, both set to 'Foreign'.
- c:** Trips Involved dropdown menu, set to '01 - None'.
- d:** Agreement Number text input field.
- e:** Benefit to the Government text input field.
- f:** DOE Funded, WFO/SPP or Stanford Funded, and Foreign Funded dropdown menus, all set to 'No'.



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 "0" 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 "0" (Figure 3).

Project * 1
Text ▾ O | Q
This field is missing required information.
(OFUND) Other Funded
Click on the 'Expenses' tab

Activity 2
WBS 3
Org (10047030) BSD Controllers Office
Location Remote

Figure 1

Project * 1 (OFUND) Other Funded x ▾
Activity * 2 00000 x ▾
WBS * 3 00.00.00.00.00 x ▾
Fund * 4 000000000 x ▾
To Continue:
Click on the 'Expenses' tab

Org (10047030) BSD Controllers Office
Location Remote

Figure 2

Project * 1
Text ▾ F | Q
This field is missing required information.
(FFUND) Foreign Funded
Click on the 'Expenses' tab

Activity 2
WBS 3
Org
Location

Figure 3

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

New Expense: Trip Segment(s) [*REQUIRED] Cancel Save

Allocate

| | | |
|--|---|---|
| Segment Start Date * 04/17/2024 | Segment End Date * 04/20/2024 | Business Location * Enter Business Destination |
| Primary Purpose * None Selected | Host Name * Enter Host Name. Do not enter N/A or TBD | Host Phone * Enter Host Phone. Do not enter N/A or TBD |
| Facilities to be visited * Enter facilities/venue you will be visiting. Do not enter N/A or TBD | Affiliated Institution * Enter Affiliated Institution | First Date at Facility * MM/DD/YYYY |
| Hotel Name * Enter Hotel Name. Do not enter N/A or TBD | Hotel Address * Enter Hotel Address. Do not enter N/A or TBD | Hotel Phone * Enter Hotel Phone. Do not enter N/A or TBD |
| Will you present Scientific & Technical Info/DOE-funded research? * None Selected | | |
| Justify Trip Purpose * Enter a detailed trip purpose. | | |

Save Cancel



Note: Ensure all fields contain accurate information. Avoid entering "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.