

MEMORANDUM FOR: All NOAA and BIS Employees

FROM: Jon P. Alexander
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 23

The purpose of this transmittal is to update several chapters of the NOAA Travel Regulation (NTR). This Transmittal is posted on the NOAA Travel Office (NTO) web page at <http://www.corporateservices.noaa.gov/~finance/travel.html>. Please visit our web page to view or to update your copy of the NOAA Travel Regulations (NTR). Please contact the NOAA Client Services Help Desk via e-mail clientservices@noaa.gov or by phone (301) 427-1023, if you have any questions regarding the ITM system and/or process. Please contact Rachael Wivell on (301) 444-2136 if you have any policy related questions.

1. Filing Instructions for the NOAA Travel Regulation (NTR). Replacement pages for your NTR are attached as follows:

Remove

Pages 301-1-1 thru 2-1
dated January 1, 2002

Pages 301-2-1 thru 2-2
dated February 1, 2008

Pages 301-2-3 thru 301-2-4
dated November 1, 2008

Page 301-2-5 thru 301-2-6
dated February 1, 2008

Pages 301-2-7 thru 301-2-8
dated November 1, 2008

Pages 301-2-9 thru 2-19
dated February 1, 2008

Insert

Pages 301-1-1 thru 301-2-1
dated November 1, 2009

Pages 301-2-1 thru 301-2-2
dated November 1, 2009

Pages 301-2-3 thru 301-2-4
dated November 1, 2009

Page 301-2-5 thru 301-2-6
dated November 1, 2009

Pages 301-2-7 thru 301-2-8
dated November 1, 2009

Pages 301-2-9 thru 2-20
dated November 1, 2009

Pages 301-11-3
dated February 1, 2003

Page 301-11-3
dated November 1, 2009

Pages 301-51-1
dated January 1, 2002

Pages 301-51-1
dated November 1, 2009

Pages 301-51-2 thru 301-51-4
dated November 1, 2008

Pages 301-51-2 thru 301-51-4
dated November 1, 2009

Pages 301-51-5 thru 301-51-7
dated December 1, 2003

Pages 301-51-5 thru 301-51-7
dated November 1, 2009

Pages 301-51-8
dated February 1, 2008

Pages 301-51-8
dated November 1, 2009

Pages 301-51-9
dated December 1, 2003

page abolished

Pages 301-74-2
dated March 1, 2003

Pages 301-74-2
dated November 1, 2009

Pages 302-12-1 thru 302-12-12
dated July 1, 2004

Pages 302-12-1 thru 302-12-6
dated November 1, 2009

Pages 306-i
dated November 1, 2000

Pages 306i
dated November 1, 2009

Pages 306-1-1
dated January 1, 2002

page abolished

Pages 306-3-1 thru 306-3-4
dated November 1, 2008

Pages 306-3-1 thru 306-3-4
dated November 1, 2009

Pages 306-5-2
dated October 1, 2005

Pages 306-5-2
dated November 1, 2009

Pages 306-6-1 thru 306-6-2
dated July 1, 2005

Pages 306-6-1 thru 306-6-2
dated November 1, 2009

Pages 306-7-1
dated November 1, 2000

Pages 306-7-1
dated November 1, 2009

Pages 306-7-2 thru 306-7-20
July 1, 2005

Pages 306-7-2 thru 306-7-20
dated November 1, 2009

2. Explanation of Changes. The attached pages are issued to update several chapters of the NOAA Travel Regulations.

Chapter 301-1:

- Classifies employees from other Federal Agencies who work in NOAA offices for purposes of Travel Manager™ system access

Chapter 301-2:

- Eliminates the hard copy travel authorization with ink signature requirement
- Updates the requirement to process zero cost authorizations for gift or bequest travel
- Eliminates the requirement to submit travel voucher for zero cost gift or bequest travel
- Updates amendment requirements

Chapter 301-11:

- Updates the incidental per diem rate from \$3 to \$5

Chapter 301-51:

- Updates all references from Citibank to J. P. Morgan Chase (JPMC)
- Eliminates travel advances for employees
- Updates Travel Card Monitor Roles and Responsibilities

Chapter 301-74:

- Updates reference Citibank to J. P. Morgan Chase (JPMC)

Chapter 302-2:

- Updates all references from previous relocation services contractor (Cartus) to “contractor”
- Updates all parts of 302-12 home sale/home purchase programs

Chapter 306:

- Updates requirements on the submission of foreign travel packages
- Updates passport application instructions
- Updates visa lead time requirements
- Updates Foreign Travel Checklist
- Updates “Visa Requirements for Official Travel”

3. File this cover memorandum in the front of the NTR. Clarification or assistance regarding travel policies and/or procedures may be obtained by calling your servicing Finance Office listed below:

Seattle----- (206) 526-6008
Boulder----- (303) 497-5307
Kansas City----- (816) 426-3044
Norfolk----- (757) 441-6897
NOAA Travel Office----- (301) 444-2136

Attachments

NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301

Following is a list of pages currently in effect in the NTR. This checksheet is to be used to verify the accuracy of the NTR.

<u>Page</u>	<u>Transmittal #</u>	<u>Page</u>	<u>Transmittal #</u>	<u>Page</u>	<u>Transmittal #</u>
CHAPTER 300		2-12.....	23	<u>Part 301-12</u>	
300i.....	10	2-13.....	23	12-1.....	10
		2-14.....	23	12-2.....	10
<u>Part 300-2</u>		2-15.....	23	12-3.....	10
2-1.....	10	2-16.....	23		
2-2.....	10	2-17.....	23	<u>Part 301-32</u>	
2-3.....	10	2-18.....	23	32-1.....	22
		2-19.....	23	32-2.....	19
<u>Part 300-4</u>		2-20.....	23	32-3.....	19
4-1.....	12				
4-2.....	12			<u>Part 301-51</u>	
				51-1.....	23
CHAPTER 301				51-2.....	23
301-i.....	10	<u>Part 301-10</u>		51-3.....	23
		10-1.....	21	51-4.....	23
<u>Part 301-1</u>		10-2.....	21	51-5.....	23
1-1.....	23	10-3.....	20	51-6.....	23
1-2.....	23	10-4.....	20	51-7.....	23
		10-5.....	20	51-8.....	23
<u>Part 301-2</u>		10-6.....	20		
2-1.....	23			<u>Part 301-52</u>	
2-2.....	23			52-1.....	10
2-3.....	23			52-2.....	10
2-4.....	23				
2-5.....	23	<u>Part 301-11</u>		<u>Part 301-53</u>	
2-6.....	23	11-1.....	10	53-1.....	12
2-7.....	23	11-2.....	10		
2-8.....	23	11-3.....	23	<u>Part 301-74</u>	
2-9.....	23	11-4.....	10	74-1.....	10
2-10.....	23	11-5.....	10	74-2.....	23
2-11.....	23	11-6.....	10		

NOAA TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 302 and 306

<u>Page</u>	<u>Trans #</u>	<u>Page</u>	<u>Trans#</u>	<u>Page</u>	<u>Trans #</u>	<u>Page</u>	<u>Trans #</u>
<u>CHAPTER 302</u>		<u>Part 302-11</u>		<u>CHAPTER 306</u>		<u>Part 306-7</u>	
302i.....	16	11-1.....	16	306-i.....	23	7-6.....	23
<u>Part 302-1</u>		<u>Part 302-12</u>				7-7.....23	
1-1.....	16	12-1.....	23			7-8.....23	
<u>Part 302-2</u>		12-2.....	23			7-9.....23	
2-1.....	16	12-3.....	23			7-10.....23	
2-2.....	21	12-4.....	23			7-11.....23	
2-3.....	16	12-5.....	23			7-12.....23	
2-4.....	16	12-6.....	23	<u>Part 306-3</u>		7-13.....23	
2-5.....	16			3-1.....	23	7-14.....23	
2-6.....	16			3-2.....	23	7-15.....23	
2-7.....	16			3-3.....	23	7-16.....23	
2-8.....	21			3-4.....	23	7-17.....23	
2-9.....	16			<u>Part 306-4</u>		7-18.....23	
2-10.....	16			4-1.....	6	7-19.....23	
2-11.....	16			4-2.....	6	7-20.....23	
2-12.....	16			<u>Part 306-5</u>		7-21.....23	
<u>Part 302-3</u>				5-1.....	17	7-22.....23	
3-1.....	16			5-2.....	23	7-23.....23	
3-2.....	16			5-3.....	18	7-24.....23	
<u>Part 302-7</u>				5-4.....	18	7-25.....23	
7-1.....	16			5-5.....	17	7-26.....23	
7-2.....	16			<u>Part 306-6</u>			
<u>Part 302-9</u>				6-1.....	23		
9-1.....	16			6-2.....	23		
9-2.....	16			<u>Part 306-7</u>			
9-3.....	16			7-1.....	23		
9-4.....	16			7-2.....	23		
				7-3.....	23		
				7-4.....	23		
				7-5.....	23		

Subchapter A--Introduction

PART 301-1--APPLICABILITY

Sec.

- 301-1.2(c)(1) What is the definition of invitational travel?
- 301-1.2(c)(2) What travel allowances are invitational travelers entitled to receive?
- 301-1.2(c)(3) How can we ensure that invitational travelers follow the same rules that a NOAA employee follows?
- 301-1.2(c)(4) How are travelers noted as “invitational” on travel authorizations?
- 301-1.2(d)(5) How are employees from other Federal Agencies who work in NOAA offices classified?
- 301-1.4 Are cost-reimbursable contractors or grantees eligible for invitational travel authorizations?

301-1.2(c)(1) What is the definition of invitational travel?

Invitational travel is travel paid in part or whole by NOAA of persons other than DOC employees, serving without pay, or at \$1 a year.
See FTR, Chapter 301-1.

301-1.2(c)(2) What travel allowances are invitational travelers entitled to receive?

Invitational travelers are held to the same rules and regulations as NOAA employees and are therefore entitled to the same travel allowances as NOAA employees, i.e., lodging and M&IE not to exceed the maximum. Invitational travelers are entitled to travel advances and are required to procure common carrier transportation through a servicing Travel Management Center.
See NTR, Chapter 301-51.5(b) and 51.8 for regulations regarding the issuance of travel advances for invitational travelers.

301-1.2(c)(3) How can we ensure that invitational travelers follow the same rules that a NOAA employee follows?

Officials authorizing invitational travel authorizations should ensure, at the time the invitation is extended, that the traveler is aware that **all** of the travel arrangements are being made by NOAA. This is to prevent the invitational traveler from purchasing transportation with personal funds.

301-1.2(c)(4) How are travelers noted as “invitational” on travel authorizations?

“Invitational” is annotated in the title block of the travel authorization.

301-1.2(d)(4) What type of travel can we authorize for invitational travel?

You may only authorize invitational travel to a conference or meeting, but you cannot authorize invitational travel for training purposes.

301-1.2(d)(5) How are employees from other Federal Agencies who work in NOAA offices classified?

Employees from other Federal Agencies who work in NOAA offices are considered an employee for purposes of Travel Manager™ system access. However, they are not eligible for a NOAA travel card. They are required to obtain a travel card from their respective agency.

301-1.4 Are cost-reimbursable contractors or grantees eligible for invitational travel authorizations?

Travel authorizations cannot be issued to contractors who receive a fee for services rendered to NOAA. Travel authorizations cannot be issued to individuals who have received a grant, and are using the grant.

PART 301-2--GENERAL RULES

Sec.	
301-2.1(a)	What form do I use to authorize travel?
301-2.1(b)	Who do I submit my travel authorization to once it is approved?
301-2.1(c)	How can I secure lower airfare in times when I cannot process a travel authorization in ITM due to system unavailability or in emergency circumstances?
301-2.1(d)	What is the difference between an authorizing official and an approving official as it relates to travel?
301-2.1(e)	Who has the authority to authorize travel authorizations?
301-2.1(f)	When must I have a travel authorization?
301-2.1(g)	Where do I show leave on the travel authorization?
301-2.1(h)	Can one travel authorization cover a group of individuals?
301-2.1(i)	Are there any other exceptions to list more than one individual on a travel authorization?
301-2.1(j)	How do I show changes to a travel authorization that has already been authorized, but travel has not taken place?
301-2.1(k)	What should I do if I incur expenses that are not authorized on the travel authorization?
301-2.1(l)	What is a blanket (limited open) travel authorization?
301-2.1(m)	Can blanket travel authorizations be used for foreign travel?
301-2.1(n)	Once my blanket travel authorization is authorized, do I need to have any other approval?
301-2.1(o)	Can actual expenses be authorized on my blanket travel authorization?
301-2.1(p)	Who assigns travel authorization numbers?
301-2.1(q)	Are accounting codes required on travel authorizations and trip authorizations?
301-2.1(r)	What is the format for assigning a travel authorization number?
301-2.1(s)	What are the different travel "type" codes?
301-2.1(t)	How are trip authorization numbers assigned?
301-2.1(u)	What form do I use to claim travel expenses?
301-2.1(v)	Who has the authority to approve travel vouchers?

NOAA TRAVEL DELEGATIONS

- 301-2.5 Who has the authority to authorize all types of travel for NOAA employees?
- 301-2.5(a) Who has the authority to authorize domestic/non-foreign and permanent change of station (PCS) travel?
- 301-2.5(b) Who has the authority to authorize permanent change of station (PCS) travel for commissioned personnel?
- 301-2.5(c) Who has the authority to authorize foreign travel?
- 301-2.5(d) Who has the authority to authorize domestic/non-foreign invitational travel?
- 301-2.5(e) Who has the authority to authorize domestic/non-foreign blanket travel?
- 301-2.5(f) Who has the authority to authorize actual expenses for domestic/non-foreign travel?
- 301-2.5(g) Who has the authority to authorize a conference lodging allowance for a Government sponsored conference?
- 301-2.5(h) Who has the authority to authorize air and/or train premium-class accommodations (business and 1st class) for both foreign and domestic travel?
- 301-2.5(h)(i) What form authorizes premium-class accommodations?
- 301-2.5(i) Who has the authority to approve group travel?
- 301-2.5(j) Who has the authority to approve travel of an immediate family member to attend award ceremonies?
- 301-2.5(k) Who has the authority to approve Commercial Aviation Services (CAS)?
- 301-2.5(l) Who has the authority to approve the use of cash to pay for common carrier transportation exceeding \$100?
- 301-2.5(l)(i) What information must be included in a memorandum of request for the use of cash to pay for common carrier transportation exceeding \$100?
- 301-2.5(m) Who has the authority to change policy and/or add travel delegations to the NOAA Travel Regulations?
- 301-2.5(n) Who has the authority to request exemptions from the mandatory use of the JPMC Government travel card?
- 301-2.5(o) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses over \$25,000?
- 301-2.5(o)(i) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses over \$25,000?
- 301-2.5(o)(ii) Who has the authority to authorize an in-kind donation for travel which exceeds by \$250 the value of an expenditure (i.e., for accommodations or transportation) available under the DOC Travel Handbook? (“Exceeds by \$250” is defined as an in-kind donation which exceeds maximum allowances for official travel by \$250.)
- 301-2.5(o)(iii) What form(s) authorizes acceptance of payment from a non-Federal source for travel expenses?
- 301-2.5(o)(iv) How do we know when it is appropriate to accept payment from a non-Federal source for official travel?

TRAVEL AUTHORIZATIONS

301-2.1(a) What form do I use to authorize travel?

NOAA and BIS employees **must** use Integrated Travel Manager (ITM) to electronically process **all** travel authorizations. Travel authorizations properly created, electronically routed, and approved in ITM will generate a Centrally-Billed Account (CBA) obligation number and a Traveler Purchase Order (PO) number in block 8 of the authorization, as applicable. The obligation numbers indicate the authorization is an approved, legally binding document and replaces the ink signature requirement on hard copy travel authorizations. When using the copy feature to copy travel authorizations from a document already data linked in ITM, it is imperative that all obligation data from the copied document be removed. **Please note, authorizations processed in ITM must include the appropriate obligation number(s) in Block 8 of the travel authorization to be considered an “approved” authorization.**

301-2.1(b) Who do I submit my travel authorization to once it is approved?

You will need to e-mail or fax your approved travel authorization to your servicing Travel Management Center (TMC – ADTRAV/Panda/US Travel) in order to be ticketed for airfare. However, you are no longer required to attach the approved travel authorization to your travel voucher when submitted to finance for payment. Please note, your servicing TMC **will not** process a ticket for you

- 1) if the ITM Authorization Default form does not include the “Document History” page which is the last page of the authorization; and
- 2) if the CBA Obligation number does not appear in block 8 of the travel authorization.

301-2.1(c) How can I secure lower airfare in times when I cannot process a travel authorization in ITM due to system unavailability or in emergency circumstances?

Employees who need to secure lower airfare **in times when a travel authorization cannot be processed in ITM due to system unavailability** are authorized to use the hard copy CD-29 form. CD-29s used in this interim process must include one of the italicized justifications in the comments section of the CD-29 and must contain a ink signature approval. The TMC will not accept a CD-29 without proper justification and ink signature approval. Note: employees will need to re-enter the authorization into ITM once the system is available and prior to voucher submission. Authorizations re-entered into ITM will not need to be sent to the TMC.

Employees who need to secure lower airfare **in times when ITM is available but electronic approvals cannot be obtained due to time sensitivity or “emergency circumstances”** are authorized to use the ITM Travel Manager Default Form. However the authorization must include one of the italicized justifications in the comments section and must contain a ink signature approval.

Regardless of which method used, all authorizations will be required to route through the system for electronic approval(s) in order to process the travel voucher.

System Unavailability/Emergency Circumstance Justifications:

- 1) *“Emergency Travel – Obligation Information not Available”*
 - Emergency Travel is defined here as an unforeseen combination of circumstances which results in the immediate need to travel.
- 2) *“Mission Essential – Obligation Information not Available”*
 - Mission Essential travel is defined here as an urgent need to travel to perform activities which are critical to achieving the Line Offices’ objectives and goals.
- 3) *“System Downtime – Obligation Information not Available”*
 - System Downtime is an occurrence in which one or more of the CBS applications are inaccessible to users due, but not limited, to causes such as system maintenance, Internet connectivity, restricted access, unforeseen technical difficulty, etc. System downtime can impact Travel Manager and Core Financial System (CFS) simultaneously or independently.

301-2.1(d) What is the difference between an authorizing official and an approving official as it relates to travel?

An authorizing official authorizes the obligation of funding on the travel authorization and an approving official authorizes reimbursement of the travel expenses on the travel voucher.

301-2.1(e) Who has the authority to authorize travel authorizations?

Authorizing officials listed in NTR 301-2.5 hold the authority to approve travel authorizations subject to NTR, CTR, and FTR. Annotation in the Comments field of the authorization is required in situations where the funding office is different than the traveler's office, i.e., one line office paying for another line office's travel.

301-2.1(f) When must I have a travel authorization?

You must have a travel authorization when one or more of the following applies to your TDY travel:

- (i) Travel exceeds one calendar day (24 hour period);
- (ii) Travel exceeds 12 hours and per diem is incurred;
- (iii) Common carrier transportation for travel is required; and
- (iv) A traveler will incur travel expenses at no cost to NOAA (zero [\$0] dollar travel authorization), when an outside source or another Federal agency prepays all travel expenses and NOAA is charged nothing.

A travel authorization is required for all gift or bequest travel regardless of zero cost since the authorization not only covers the employee, but also shows that the employee is in a temporary duty (TDY) status. *Note: travel vouchers are not required for zero cost gift or bequest travel.*

301-2.1(g) Where do I show leave on the travel authorization?

Leave in conjunction with official travel (before, during, or after), must be shown in the "General Itinerary" and "Other Authorizations" section of the ITM Travel Authorization Default Form, or "Remarks" section of the travel order. Personal points of travel must never be shown on travel authorizations.

301-2.1(h) Can one travel authorization cover a group of individuals?

No, travel authorizations (including blanket travel authorizations and trip authorizations) must be for a single traveler only unless they fall under one of the exceptions described in 301-2.1(i).

301-2.1(i) Are there any exceptions to list more than one individual on a travel authorization?

Yes, travel authorizations can cover more than one individual for award ceremony travel, home leave travel, evacuation travel, travel of an employee with special needs where an attendant is required, and permanent change of station travel. In these cases, only one travel voucher will be filed for reimbursement.

301-2.1(j) How do I show changes to a travel authorization that has already been approved, but travel has not taken place?

You should complete an amended travel authorization. Amendments should be issued to add expenses that require specific approval (e.g., to add a destination) or to show when travel is delayed more than 30 days. Amendments will completely replace original travel authorizations and will include all costs for the trip.

301-2.1(k) What should I do if I incur expenses that are not authorized on the travel authorization?

After travel, expenses that are not authorized on the travel authorization must be post-approved in the remarks section of the travel voucher using the following statement: "Reimbursement of the (specific expense(s)) as stated on the travel voucher were necessary and post-approved." The authorizing official's signature is required next to the statement in the remarks section.

In addition, amendments are required in cases where the expenses incurred exceed the estimated amounts on the original order outside of the tolerance levels established in the Core Financial System (CFS) and in cases where expenses incurred fall into object class codes that were not on the original order. *See FTR, Chapter 301-12 and NTR, Chapter 301-2.5(a) - 301-2.5(aa) for expenses that require specific authorization.*

301-2.1(l) What is a blanket (limited open) travel authorization?

A blanket travel authorization is issued to pre-authorize multiple trips which cannot be scheduled in advance. Blanket travel authorizations:

- 1) Can only be issued to NOAA employees and should be limited to repetitive operational travel;
- 2) Should include a specific purpose that would apply to all trips made under the blanket travel authorization;
- 3) Should be limited as to duration and places to be visited. The duration of a blanket travel authorization (up to the limit of one fiscal year) will depend on the nature of the activity in which the employee, station, or field party is engaged; and
- 4) Cannot be used for conferences, meetings, seminars, etc.

301-2.1(m) Can blanket travel authorizations be used for foreign travel?

Yes. Blanket travel authorizations may be used for foreign travel only when:

- 1) Daily assignments are of a routine operational nature, such as cross-the-border travel to Canada, or
- 2) Travel to any foreign area is an emergency, e.g., disaster clean-up, and spills of oil and hazardous materials.

301-2.1(n) Once my blanket travel authorization is authorized, do I need to have any other approval?

Yes. All travel accomplished through blanket travel authorizations must be covered by individual trip authorizations. Each trip accomplished through blanket travel authorizations must be authorized by the employee's supervisor prior to travel or post-approved on the travel voucher after travel. Post-approvals should be rare and should be considered only for emergencies. Note: Blanket travel authorizations are not used for obligating travel funds. Only the individual trip authorizations are used for obligating travel funds.

301-2.1(o) Can actual expenses be authorized on my blanket travel authorization?

No. Actual expenses cannot be authorized on blanket travel authorizations. Actual expenses can only be authorized on individual travel authorizations, including trip authorizations, authorized at the level of authority cited in *NTR*, Chapter 301-2.5(i).

301-2.1(p) Who assigns travel authorization numbers?

Each Line and Corporate Office is responsible for assigning all travel authorization numbers.

301-2.1(q) Are accounting codes required on travel authorizations and trip authorizations?

Every travel authorization and trip authorization must include a CAMS accounting classification code which would include the bureau, the project/task, organization code, and object classification code(s).

301-2.1(r) What is the format for assigning a travel authorization number?

Travel authorization numbers are always nine characters (either numeric or alpha) without dashes (-), spaces, or any special characters. All travel authorization numbers **must** be unique and will always start with the last digit of the fiscal year, followed by a three character organization code, followed by a one character travel type code, and will end with a four character sequential number.

301-2.1(s) What are the different travel “type” codes?

L – Local Travel	YXXXL0001
S - Domestic/Non-Foreign Single Travel Authorization Number	YXXXS0001
F - Foreign Single Travel Authorization Number	YXXXF0001
P - Domestic/Non-Foreign PCS Travel Authorization Number	YXXXP0001
R - Foreign PCS Travel Authorization Number	YXXXR0001
E – Evacuation Travel Authorization Number	YXXXE0001
B - Domestic/Non-Foreign Blanket Travel Authorization Number	YXXXB0050
K - Foreign Blanket Travel Authorization Number	YXXXK0050
Domestic Trip Authorization Number	YXXXB0051 – YXXXB0099
Foreign Trip Authorization Number	YXXXK0051 – YXXXK0099

Note: The type of travel must be entered in the fifth position of the travel authorization number.

301-2.1(t) How are trip authorization numbers assigned?

An individual trip authorization number will be a sequential number within the blanket travel authorization number (positions 6-9). For example: If the blanket domestic/non-foreign travel authorization number is YXXXXB0050; the trip authorization numbers will be YXXXXB0051 through YXXXXB0099.

TRAVEL VOUCHERS

301-2.1(u) What form do I use to claim travel expenses?

All NOAA and BIS employees **must** use the ITM Travel Voucher Default form when claiming travel expenses.

301-2.1(v) Who has the authority to approve travel vouchers?

Employees are required to submit **both** an electronic travel voucher through ITM as well as a hard copy (paper) travel voucher to their servicing finance office for processing. Electronic and hard copy travel vouchers are legally binding documents and may be approved by the employee's approving official provided that the travel authorization has been authorized by the authorizing official from the funding office.

Hard copy travel vouchers must be signed by the appropriate approving official and must include any applicable receipts when sent to the finance office for processing. Note: Post-approved expenses on the hard copy travel voucher must be authorized by the authorizing official from the funding office in the remarks section of the travel voucher.

301-2.5 Who has the authority to authorize all types of travel for NOAA employees?

This section sets forth the responsibilities assigned by the Under Secretary and Administrator to authorizing officials, and the exceptions thereto, and lists by organization title the officials who may authorize official travel. Within NOAA, the following officials have the authority to authorize all types of travel for NOAA employees:

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
General Counsel
Assistant Administrators
Deputy Assistant Administrators
Director, NOAA Marine and Aviation Operations
Director, Marine and Aviation Operations Centers
Chief Financial Officer (CFO)
Deputy CFO
Director, Finance Office/Comptroller
Director, NOAA Budget Office
Chief Administrative Officer (CAO)
Deputy CAO
Director, Public, Constituent and Intergovernmental Affairs
Director, Education and Sustainable Development
Director, Legislative Affairs
Director, International Affairs
Director, Acquisition and Grants Office
Director, Workforce Management Office
Chief Information Officer
Federal Coordinator, Office of the Federal Coordinator for Meteorological
Services and Supporting Research
Directors, Corporate Offices
Deputy Directors, Corporate Offices
***For political employees**, the Under Secretary and Administrator will authorize foreign and domestic travel for AAs, DAAs, and Corporate Office Directors.
***For career employees**, the Deputy Under Secretary will authorize foreign and domestic travel for AAs, DAAs, and Corporate Office Directors.

NOTE: Only individuals in suitable management positions should be permitted to sign for authorizing officials during their absences. The term "suitable management positions" excludes secretaries or other office staff performing duties at the clerical or other non-management levels. Authorizing officials will be responsible for travel authorizations authorized for them in their absence.

The following types of travel (301-2.5(a) - 301-2.5(o)) have been redelegated from the levels specified in NTR, Chapter 301-2.5. These delegations require specific authorization or prior approval:

301-2.5(a) Who has the authority to authorize domestic/non-foreign and permanent change of station (PCS) travel?

Officials listed in *NTR, Chapter 301-2.5*

Within NOAA, each Line and Corporate Office is responsible for maintaining a listing of those who are authorized to approve domestic/non-foreign and PCS travel. Those same individuals are also authorized to approve the following types of travel:

- **Ship Travel** - *See NTR, Chapter 301-11.101(b)(i) - 301-11.101(b)(v).*
- **Emergency travel** - *See FTR, Chapter 301-30.*
- **Evacuation travel** - *See NTR, Chapter 301-32.*
- **Per Diem Within the Vicinity of one's Official Duty Station or Residence**
See NTR, Chapter 301-11.1(a)(i) - 301-11.1(d)(iii).
- **Reduced Per Diem** - *See FTR, Chapter 301-11.200.*
- **Rental Car** - *See FTR, Chapter 301-10.450 - 301-10.453.*
- **Transportation Expenses Related to Threatened Law Enforcement/Investigative Employees and Members of their family** –
See FTR, Chapter 301-31.
- **Conference Lodging Allowance for a Non-Government Sponsored Conference** *See NTR, Chapter 301-74 for regulations regarding conference planning.*
- **Foreign Air Carriers** *See FTR, Chapter 301-10.131 - 301-10.143*

These delegations require specific authorization or prior approval. For more information on this listing, call your Line or Corporate Office.

301-2.5(b) Who has the authority to authorize permanent change of station (PCS) travel for commissioned personnel?

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
Director, NOAA Corps
Director, Commissioned Personnel Center

301-2.5(c) Who has the authority to authorize foreign travel?

- Officials listed in *NTR, Chapter 301-2.5*
CFO/CAO, NWS
Director of the Office of Strategic Planning and Policy, NWS
CIO, NWS
Directors, Financial Management Centers, NWS
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Director, National Sea Grant College Program, OAR
Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Chief Financial Officer, NMFS
Regional Administrators, NMFS
Science Center Directors, NMFS
Chief, of Staff, Office of the Assistant Administrator, NESDIS
Deputy Chief, of Staff, Office of the Assistant Administrator, NESDIS
Director, Strategic Planning Office, Program Planning and Integration (PPI)
- Foreign travel for Presidential Appointees must be authorized by the Under Secretary and Administrator.
 - Foreign travel for the Director, Marine and Aviation Operations Centers and Director, Commissioned Personnel Center will be authorized by the Director, NOAA Marine and Aviation Operations.
 - Foreign travel for Assistant Administrators of Line Offices and Directors of Corporate Offices will be authorized by the Under Secretary and Administrator, Assistant Secretary and Deputy Administrator, or the Deputy Under Secretary.
- (All requests for foreign travel will be authorized and processed in accordance with DOC Travel Handbook, Chapter 306, and NTR, Chapter 306.)*

301-2.5(d) Who has the authority to authorize domestic/non-foreign invitational travel?

Officials listed in *NTR, Chapter 301-2.5*
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Division Chiefs, OAR Laboratories, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Office of Weather and Air Quality, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Policy, Planning and Evaluation, OAR
Chief, of Staff, Office of the Assistant Administrator, NESDIS
Deputy Chief, of Staff, Office of the Assistant Administrator, NESDIS
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS
Special Agents in Charge, NMFS
Division Chiefs, NMFS
Director, NOAA Coastal Services Center, NOS
Program Manager, NOAA Coastal Services Center, NOS
Director, Center for Operational Oceanographic Products and Services, NOS
Director, National Centers for Coastal Ocean Science, NOS
Director, Center for Coastal Environmental Health and Biomolecular Research at Charleston, NOS
Director, Center for Coastal Fisheries and Habitat Research at Beaufort, NOS
Director, Office of Response and Restoration, NOS
Chief, Hazardous Materials Response Division, NOS
Chief, Coastal Protection and Restoration Division, NOS
See FTR, Chapter 301-1.2 - 301-1.3, and NTR, Chapter 301-1.2(c)(1) - 301-1.4.

301-2.5(e) Who has the authority to authorize domestic/non-foreign blanket travel?

Officials listed in *NTR, Chapter 301-2.5*
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Division Chiefs, OAR Laboratories, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Chief of Enforcement and Deputy, NMFS
Directors, Center for Operational Oceanographic Products and Services, NOS
Director, Office of Response and Restoration, NOS
Chief, Hazardous Materials Response Division, NOS
Chief, Coastal Protection and Restoration Division, NOS
Director, National Centers for Coastal Ocean Science, NOS
Director, Office of National Geodetic Survey, NOS
Director, Office of Coast Survey, NOS
Director, Office of Aeronautical Charting and Cartography, NOS
See DOC Travel Handbook, Chapter 301-1.102(a)(2), and NTR, Chapter 301-2.1(j) - 301-2.1(m).

301-2.5(f) Who has the authority to authorize actual expenses for domestic/non-foreign travel?

Officials listed in *NTR, Chapter 301-2.5*
OFA Office Directors
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Director, Climate Program Offices, OAR
Deputy Assistant Director, Climate Program Offices, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, Ocean Exploration and Research, OAR
Deputy Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Director, Office of Research Technology and Applications, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS Chief Financial Officer (CFO)
CFO/CAO, NESDIS
CIO, NESDIS
Director, Integrated Program Office, NESDIS
Director, Office of Satellite Operations, NESDIS
Director, Office of Satellite Data Processing and Distribution, NESDIS
Director, Office of Research and Applications, NESDIS
Director, Office of Systems Development, NESDIS
Director, National Climatic Data Center, NESDIS
Director, National Oceanographic Data Center, NESDIS
Director, National Geophysical Data Center, NESDIS
See FTR, Chapter 301-11.300 - 301-11.306, and NTR, Chapter 301-11.307 - 301-11.311.

301-2.5(g) Who has the authority to authorize a conference lodging allowance for a Government sponsored conference?

Officials listed in NTR, Chapter 301-2.5

OFA Office Directors

Directors, All NWS Headquarters Offices

Directors, All NWS Regions

Director, NWS Training Center

Director, NWS National Data Buoy Center

Chief Financial Officer/Chief Administrative Officer, OAR

Deputy Chief Financial Officer/Chief Administrative Officer, OAR

Director, Management and Organizational Development, OAR

Directors, OAR Laboratories, OAR

Deputy/Assistant Directors, OAR Laboratories, OAR

Division Directors, Earth System Research Laboratory, OAR

Director, Climate Program Offices, OAR

Deputy Assistant Director, Climate Program Offices, OAR

Director, National Sea Grant College Program, OAR

Deputy Director, National Sea Grant College Program, OAR

Director, Ocean Exploration and Research, OAR

Deputy Director, Ocean Exploration and Research, OAR

Director, Office of Weather and Air Quality, OAR

Director, Policy, Planning and Evaluation, OAR

Director, Office of Research Technology and Applications, OAR

Regional Administrators, NMFS

Science Directors, NMFS

Office Directors and Deputies, NMFS

Laboratory Directors, NMFS

Chief of Enforcement and Deputy, NMFS

CFO/CAO, NESDIS

CIO, NESDIS

Director, Integrated Program Office, NESDIS

Director, Office of Satellite Operations, NESDIS

Director, Office of Satellite Data Processing and Distribution, NESDIS

Director, Office of Research and Applications, NESDIS

Director, Office of Systems Development, NESDIS

Director, National Climatic Data Center, NESDIS

Director, National Oceanographic Data Center, NESDIS

Director, National Geophysical Data Center, NESDIS

See FTR, Chapter 301-11.300 - 301-11.306, and NTR, Chapter 301-11.307 - See NTR, Chapter 301-74 for regulations regarding conference planning.

301-2.5(h) Who has the authority to authorize air and/or train premium-class accommodations (business and 1st class) for both foreign and domestic/non-foreign travel?

Officials listed in *NTR, Chapter 301-2.5*

Chief Financial Officer/Chief Administrative Officer, OAR

Directors, OAR Laboratories, OAR

Deputy/Assistant Directors, OAR Laboratories, OAR

Division Directors, Earth System Research Laboratory, OAR

Director, National Sea Grant College Program, OAR

Director, Climate Program Offices, OAR

Director, Ocean Exploration and Research, OAR

Director, Policy, Planning and Evaluation, OAR

See FTR, Chapter 301-10.121 - 301-10.124 and FTR, Chapter 301-10.160 - 301-10.164.

301-2.5(h)(i) What form authorizes premium-class accommodations?

Form CD-334 is used to authorize premium-class accommodations. A copy of the Form CD-334 and a copy of the travel authorization must be submitted to the NOAA Travel Office whenever first-class travel is authorized. Note, CD-334s are required for both air and train upgrades.

See NTR, Chapter 300-4(l) for a blank Form CD-334.

301-2.5(i) Who has the authority to approve group travel?

1) Domestic group travel: Memoranda of request for groups of twenty or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Deputy Under Secretary or their designee,

2) Foreign and non-foreign group travel: Memoranda of request for groups of ten or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Deputy Under Secretary or their designee.

See DOC Travel Handbook, Chapter 301-1.102(b)(7).

301-2.5(j) Who has the authority to approve travel of an immediate family member to attend award ceremonies?

Officials listed in *NTR, Chapter 301-2.5*
Regional Administrators, NMFS
Science Center Directors, NMFS
Office Directors, NMFS

301-2.5(k) Who has the authority to approve Commercial Aviation services (CAS)?

See NTR, Chapter 301-10.500 - 301-10.507.

301-2.5(l) Who has the authority to approve the use of cash to pay for common carrier transportation exceeding \$100?

Memoranda of request for the use of cash to pay for common carrier transportation exceeding \$100 must be submitted to and approved by the Chief, Financial Policy & Compliance Division, Finance Office, or the Chief, Field Financial Branches.

See FTR, Chapter 301-51.100 - 301-51.102.

301-2.5(l)(i) What information must be included in a memorandum of request for the use of cash to pay for common carrier transportation exceeding \$100?

Memoranda of request must come from the authorizing official and must fully explain why cash was used and must be accompanied by:

- A copy of the travel authorization;
- A copy of the passenger's ticket coupon; and
- Original travel voucher or reclaim travel voucher.

301-2.5(m) Who has the authority to change policy and/or add travel delegations to the NOAA Travel Regulations?

Memoranda of request to change policy and/or add travel delegations to the NOAA Travel Regulations must be submitted to and approved by the Director, Finance Office/Comptroller.

301-2.5(n) Who has the authority to request exemptions from the mandatory use of the JPMC Government travel card?

Memoranda of request for exemptions from the mandatory use of the JPMC Government travel card must be signed by the Line Office Chief Financial Officer (CFO)/Management and Budget Chief, or Corporate Office Director, and be submitted through the Director, Finance Office/Comptroller, to the NOAA CFO. The NOAA CFO will forward requests to the DOC Chief Financial Officer and Assistant Secretary for Administration for approval. DOC must report all exemptions to General Services Administration (GSA).

See NTR, Chapter 301-51 for regulations regarding exemptions from the mandatory use of the JPMC Government travel card.

301-2.5(o) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses over \$35,000?

Secretary of Commerce

301-2.5(o)(i) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses under \$35,000?

Line Office Assistant Administrators

301-2.5(o)(ii) Who has the authority to authorize an in-kind donation for travel which exceeds by \$500 the value of an expenditure (i.e., for accommodations or transportation) available under the DOC Travel Handbook? ("Exceeds by \$500" is defined as an in-kind donation which exceeds maximum allowances for official travel by \$500.)

Chief Financial Officer and Assistant Secretary for Administration, DOC

301-2.5(o)(iii) What form(s) authorizes acceptance of payment from a non-Federal source for travel expenses?

The Form CD-210 (or Form CD-342 if the donation is from a foreign government) authorizes acceptance of payment from a non-Federal source for travel expenses. The Form SF-326, Acceptance of Payment from a Non-Federal Source for Travel Expenses must accompany the CD-210 whenever the payment exceeds \$250.

See NOAA Finance Handbook, Chapter 4, Section 8, and FTR, Chapter 304 and NTR, Chapter 300-4 for blank forms.

301-2.5(o)(iv) How do we know when it is appropriate to accept payment from a non-Federal source for official travel?

You are encouraged to contact the Office of General Council, Ethics Division On (202-482-5384) **prior** to travel, in order to determine if the gift can be accepted.

The following rules apply to Government and commercial ship travel. Per diem both to and from the ship will be computed under lodgings plus per diem.

301-11.101(b)(i) What per diem am I entitled to aboard a ship that is not docked and meals are provided?

You are entitled to no less than a \$5.00 allowance for incidentals when aboard a ship within CONUS that is not docked and meals are provided. You are entitled to no less than a \$5.50 allowance for incidentals when aboard a ship in a foreign or OCONUS area of travel that is not docked and meals are provided.

301-11.101(b)(ii) What am I entitled to aboard a ship that is docked and meals are not provided?

You are entitled to the locality M&IE rate when aboard a ship that is docked and meals are not provided.

301-11.101(b)(iii) What am I entitled to aboard a ship that is docked and meals are provided, but not lodging?

You are entitled to the applicable maximum lodging rate, plus the applicable incidental rate when aboard a ship that is docked and meals are provided, but not lodging. The incidental rate for CONUS travel will always be \$5. Use the *FTR, Chapter 301, Appendix B “Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance”* when determining the appropriate incidental rate for OCONUS travel.

301-11.101(b)(iv) What M&IE rate am I entitled to when en-route to and from the ship?

You are entitled to the origin M&IE rate when en-route to and from the ship. Origin is defined as the place (permanent duty station or residence) where travel begins.

PART 301-51-PAYING TRAVEL EXPENSES

Subpart A-General

Sec.

- 301-51.1(a) What is the preferred method to procure common carrier transportation?
- 301-51.2(a) What classes of employees are exempt from the mandatory use of the JPMC Government travel card?
- 301-51.3(a) Who has the authority to request exemptions from the mandatory use of the JPMC Government travel card?
- 301-51.5 How may I pay for official travel expenses if I receive an exemption from the use of the JPMC Government travel card?
- 301-51.8 How does the NOAA office obtain travel advances?
- 301-51.9 Who do I contact to apply for a JPMC Government travel card?
- 301-51.10 Travel Card Monitor Guide

301-51.1(a) What is the preferred method to procure common carrier transportation?

The preferred method to procure common carrier transportation is a centrally-billed account (CBA) at a Travel Management Center (TMC). In emergency situations when the J.P. Morgan Chase (JPMC) Government travel card is used to procure common carrier transportation, you must follow the requirements of *Federal Travel Regulation (FTR), 301-10.106(a) – (c)*. In order to receive full reimbursement, employees are required to annotate the complete account number on the passenger receipt when using the individual Government JPMC travel card to purchase e-tickets.

301-51.2(a) What classes of employees are exempt from the mandatory use of the JPMC Government travel card?

In addition to the classes of employees exempted in the FTR, and in the Department of Commerce (DOC) Travel Handbook from the mandatory use of The JPMC travel charge card, NOAA exempts employees who have a disability that would either limit or prevent them from using a Government travel card.

Employees with a disability will submit a memoranda of request for exemption from the mandatory use of the Government travel card:

- Must be substantiated in writing by a competent medical authority;
- Must be signed by the Assistant Administrator, Line Office or Director, Corporate Office; and
- Will be reviewed for approval on a case-by-case basis by the Director, Finance Office/Comptroller.

301-51.3(a) Who has the authority to request all other exemptions from the mandatory use of the JPMC Government travel card?

Memoranda of request for all other exemptions from the mandatory use of the JPMC Government travel card must be signed by the Line Office Chief Financial Officer (CFO)/Management and Budget Chief, or Corporate Office Director, and be submitted thru the Director, Finance Office/Comptroller, to the NOAA CFO. The NOAA CFO will forward requests to the DOC Chief Financial Officer and Assistant Secretary for Administration for approval. DOC must report all exemptions to General Services Administration (GSA).

301-51.5 How may I pay for official travel expenses if I receive an exemption from the use of the JPMC Government travel card?

When you receive an exemption from the use of the JPMC Government travel card, you are still expected to procure common carrier transportation on the CBA within a TMC, and use one of the following methods to pay all other official travel expenses:

(a) Personal funds (cash or personal charge card) will be used to pay for official travel expenses for:

- Employees who travel five times or less a year and elect to not use the JPMC Government travel card;
- Employees whose travel cards have been canceled because of delinquency or use for non-official purposes; or
- Intermittent, seasonal, or temporary employees who have limited appointments.

NOTE: Travel advances will not be authorized for employees mentioned in 301-51.5(a).

(b) Travel advances are authorized to pay for official travel expenses for:

- Invitational traveler who possess a bank account (bank account can be either a U.S. bank account or foreign bank account); or
- Employees with disabilities who were granted an exemption. A travel advance form and memoranda of request should be faxed to the Chief, Travel and Purchases Branch, Accounting Operations Division, Finance Office, or the Chief of your servicing finance office. In addition, the original travel advance form should be mailed to the servicing finance office for proper documentation; or

NOTE: The total advance amount is based on Block 6 of the Travel Manager Travel Authorization Default form and is limited to 80% of the estimated cash expenses. In addition, ATM withdrawals taken from the JPMC Government travel card can never exceed 80% of the estimated cash expenses.

(c) Convenience checks are advances which can be used to pay for official travel expenses for:

- Invitational travelers who do not possess a bank account.

301-51.8 How does the NOAA office obtain travel advances?

The NOAA office can obtain travel advances one of the following ways:

(a) **Travel Advance:** The NOAA office will submit a travel advance form and a travel authorization to the servicing finance office. The travel advance will be deposited directly to the traveler's bank account within 2 – 3 days (notify your servicing finance office for direct deposit set-up); or

(b) **Convenience Check:** Effective April 10, 2009, the DOC Office of Financial Management transferred to the DOC Office of Acquisition Management the management and oversight responsibility for Imprest Fund Replacement Convenience Checking Accounts. As a result, effective June 15, 2009, Agency Program Coordinators (APCs), are responsible for convenience check issuances and oversight, including Imprest Fund Replacement Convenience Checking Accounts. Please see the Commerce Acquisition Manual (CAM), Section 4, Convenience Checks for more information:

<http://oam.ocs.doc.gov/docs/CAM%201313.301%20Revised%20July%2009%20-%20Final.pdf>

301-51.9 Who do I contact to apply for a JPMC Government travel card?

- (a) All Line and Corporate Offices, other than NMFS and NWS, will call (301) 444-2136, fax (301) 413-3066;
- (b) NMFS employees will call (301) 713-1364 x194, fax (301) 713-2258; and
- (c) NWS employees will call (301) 713-0420 x123, fax (301) 608-0850.

301-51.10 TRAVEL CARD MONITOR GUIDE

Travel Card Monitors Director's of each Financial Management Centers_(FMC) or their designee must:

(1) Complete on-line cardholder training so that there is a basic understanding of the travel card program and submit training certificates to their servicing AOPC. This on-line training provides information on traveling for the Government and reviews how to use the travel card. GSA's on-line travel training course:

<http://fss.gsa.gov/webtraining/trainingdocs/traveltraining/index.cfm>

(2) Review and have knowledge of the following:

- Federal Travel Regulation Chapter 301-51:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_OVERVIEW&contentId=14161
- NOAA Travel Regulation, Chapter 301-51:
<http://www.corporateservices.noaa.gov/~finance/TR.301-51.pdf>
- Department Administrative Order (DAO) 202-751
<http://www.corporateservices.noaa.gov/~finance/JPMC.misconduct.pdf>
- Travel Card Do's and Don'ts:
<http://www.corporateservices.noaa.gov/~finance/JPMC.do-dont.pdf>
- NOAA's JPMC travel card website for rules and regulations of the JPMC travel card:
<http://www.corporateservices.noaa.gov/~finance/JPMC.html>

(3) Call your servicing AOPC if further interpretation of reports and/or further guidance is needed:

- All Line and Corporate Offices, other than NMFS and NWS, will call (301) 444-2136, 20020 Century Blvd, Suite 1C, Germantown, MD 20874
Fax (301) 413-3066
- NMFS employees will call (301) 713-1364 x194
Office of Management and Budget
1315 East West Highway, Room 1441 Silver Spring, MD 20910
Fax (301) 713-2258
- NWS employees will call (301) 713-0420 x104
1325 East West Highway, Room 18407 Silver Spring, MD 20910
Fax (301) 608-0850

(4) Refer to “PaymentNet Access Instructions” when accessing the JPMC’s PaymentNet system to view cardholder statements and download reports:

<http://www.corporateservices.noaa.gov/~finance/JPMC.travelcardmonitorplacemat.doc>

(5) Ensure that all employees in your FMC who perform five or more official trips a year are issued the card, unless an exemption has been granted.

(6) Contact cardholders to ensure that they have an up-to-date training certificate on file. Travel cardholders are required to complete the on-line training course every 3 years:

<http://fss.gsa.gov/webtraining/trainingdocs/traveltraining/index.cfm>

(7) Assist cardholders whose travel vouchers have not been authorized by approving officials in a timely fashion so that cardholders can make timely payments to JPMC. Travel vouchers must be submitted to the servicing finance office for payment within 5 working days after completion of travel, or every 30 days if in a continual travel status.

(8) Advise employees to submit requests for reinstatement of canceled accounts to the Line Office Chief Financial Officer (CFO)/Management and Budget Chief, or Corporate Office Director, which will be submitted to JPMC for approval:

<http://www.corporateservices.noaa.gov/~finance/JPMC.Reinstatement.doc>

Note: Cards are rarely reinstated when canceled by JPMC.

(9) Prepare and submit to the servicing AOPC quarterly reports of disciplinary actions taken for cardholders whose accounts are delinquent or have been misused. The AOPC will review the travel card monitor’s reports of disciplinary actions to ensure appropriate disciplinary actions were taken consistently for all NOAA FMCs. If appropriate disciplinary action is not taken, the reports will be forwarded to the Line Office CFO/Management and Budget Chief, or Corporate Office Director for review. Negative reports are required.

Quarterly reports will be submitted in the following format:

Travel Card Monitor/FMC Information: Travel Card Monitor name, FMC Office Title, FMC Code, and Phone Number.

Traveler Information: Traveler’s Name, Type of Misuse, and Disciplinary Action Taken.

Quarterly reports are due by COB January 15, April 15, July 15, and October 15 of each year and will be submitted to the appropriate AOPC. Reports must be retained for a one-year period before they are destroyed.

(10) Review each of the following monthly reports by scheduling the reports to run on the 5th of each month through JPMC's PaymentNet system. Refer to the "Travel Card Monitoring Guide" when downloading JPMC reports:

<http://www.corporateservices.noaa.gov/~finance/JPMC.TRAVEL%20CARD%20MONITORING%20GUIDE.pdf>

Each month you will review the listed JP Morgan Chase Reports to monitor your travel card accounts under your Hierarchy and to check for Misuse and Delinquency. Reports are best viewed in Excel, but can be viewed in PDF as well. Some reports will indicate the format to use. A report without data indicates that there is no activity to review for that month.

Cardholder Listing by Hierarchy – This report will show the travel card accounts that are listed under your hierarchy. This report is used to make sure the correct travel card accounts are listed under your hierarchy and it will also show you the status of the travel card account. This report can also be used to verify account closures.

Accounts Renewing Within Three Months – This report identifies accounts that will expire within three months of the report date. This report is used to check for accounts that should be canceled.

Delinquencies with Current Balance – This report will show delinquent accounts that are 30 days past due, 60 days past due, 90 days past due, etc. The servicing AOPC in NTR 301-51.9 is responsible for notifying the employee, their supervisor, the travel card monitor, and the Line Office CFO of a delinquency when the cardholder's account is 61 or more days past due. Travel card monitors must ensure that the employee's supervisor takes appropriate administrative disciplinary action when travel card accounts become delinquent, i.e., the account is past due 60 days or more.

Declines – This report will show charges that have been declined and will indicate the reason for the decline. This report is useful to monitor potential travel card misuse and can also be an indicator of possible fraud on an account that may be unknown to the cardholder.

Cash Advance Detail by Hierarchy – This report shows cash advance charges from the cardholders. This report is used to monitor potential misuse of the travel card by a cardholder who may be making cash withdrawals while not on official government travel.

Unusual Activity Analysis – This report will show unusual transaction activity. (No data may be found when you run this report, because there is not any unusual transaction activity to report for that month) This report is used to determine if a transaction was misuse of the travel card.

Transaction Detail – This report will show you all purchase transactions incurred within the month and should be used to monitor misuse. Travel card monitors us ensure that employees are not misusing their travel card. Misuse is defined as using the travel card for personal use, e.g., using the travel card while not on official business and/or using the travel card to purchase personal items. Notify the employee’s supervisor of any questionable or inappropriate charges. At the discretion of the travel card monitor or the supervisor, the card may be revoked for misuse. See “Travel Card Misconduct and Corrective Measures at the following web-site:

<http://www.corporateservices.noaa.gov/~finance/JPMC.misconduct.pdf>

301-74.11(a) When can we provide light refreshments at a conference?

See General Counsel Memo dated April 2, 2008 for information on when light refreshments can be provided at a conference:

<http://www.corporateservices.noaa.gov/~finance/Use%20of%20Appropriated%20Funds%20for%20Food-DOC%20GC-040208.pdf>

301-74.11(b) How do we pay for light refreshments at a conference?

Light refreshments can be procured by either the purchase card, or convenience checks, but cannot be purchased on the individual JPMC Government travel card. Please contact your servicing procurement office for further information on how to procure light refreshments for a conference.

PART 302-12 USE OF A RELOCATION SERVICES COMPANY

Subpart A – Employee’s Use of a Relocation Services Company

Sec.

- 302-12.50(a) What third party relocation services does NOAA offer?
- 302-12.50(b) How are 3rd party relocation services authorized?
- 302-12.50(c) What is the Buyer Value Option (BVO) program?
- 302-12.50(d) What is the amended sale program?
- 302-12.50(e) How are offers made under the BVO or amended sale program?
- 302-12.50(f) What happens under the home sale program?
- 302-12.50(g) What is the appraised sale program?
- 302-12.50(h) When are appraisals ordered?
- 302-12.50(i) How are appraisals conducted?
- 302-12.50(j) When are inspections ordered under the appraised sale program?
- 302-12.50(k) When will I receive an appraised offer on my home?
- 302-12.50(l) When can I accept the appraised offer?
- 302-12.50(m) What options do I have on the 90th day when the appraised sale offer is made?
- 302-12.50(n) What does the home purchase program consist of?
- 302-12.50(o) What happens under the home purchase program?

Subpart A – Employee’s Use of a Relocation Services Company

302-12.50(a) What third party relocation services does NOAA offer?

NOAA offers authorized transferees an optional **home sale program** that consists of the following three phases: 1) Buyer Value Option (BVO) which begins on the first day of the transferee’s listing agreement through day 60 of the listing agreement, 2) the amended sale program (over 60 days), and the 3) appraised sale program (over 90 days), subject to the FTR and DOC Travel Handbook, Chapter 302-12. NOAA also offers authorized transferees, an optional **home purchase** process provided by the contractor at no additional brokerage fees to NOAA.

302-12.50(b) How are 3rd party relocation services authorized?

3rd party relocation services must be specifically authorized on the travel order and funds obligated based on the appraised value percentage in order for the transferee to be eligible for the program. The voucherless home sale program is a tax protected program that begins with marketing assistance by the contractor on day one of the listing agreement and concludes with closing of the sale of your residence.

302-12.50(c) What is the Buyer Value Option (BVO) program?

BVO starts following contact with the contractor to initiate marketing assistance and includes a **mandatory 90 day listing period**. You will receive two preferred real estate broker referrals that you should consider and select from to list your home. During this time, the contractor will assist you in marketing your home in order to help you obtain a guaranteed offer on your home from a bona fide buyer. The contractor may guarantee the bona fide buyer’s offer on your home and you will be paid equity based on the net sale price. You will not need to attend settlement.

302-12.50(d) What is the amended sale program?

The amended sale program occurs when a bona fide buyer comes to the table after the contractor orders appraisals. Under the amended sale program, the contractor will assist you with the buyer’s net offer on your home and you will be paid equity based on the net sale price and you will not attend settlement.

302-12.50(e) How are offers made under the BVO or amended sale program?

Offers made under the BVO or amended sale program are based on the price negotiated between you and the buyer rather than on appraisals. Once you receive an outside offer and all contingencies are removed, including the completion of all necessary inspections, the contractor may purchase the residence for the amount of the outside offer.

302-12.50(f) What happens under the home sale program?

You will:

- 1) Either select your own real estate agent or select one from the contractor's network of brokers.
- 2) Receive access to objective advice from the contractor on how to market your residence, set a listing price, as well as oversight of marketing activities and negotiation assistance.
- 3) Be eligible for home marketing assistance, home finding assistance, and mortgage counseling at no cost to you or NOAA.
- 4) Not sign or initial the buyer's offer, but will forward the contract to the contractor for signature.
- 5) Receive assistance from the contractor in order to help you obtain a guaranteed offer on your home from a bona fide buyer.
- 6) Be responsible for any additional costs when the maximum value of the residence exceeds the \$700,000 real estate cap, unless approved by a waiver. If you do not have a waiver, the additional costs will be deducted from your equity.
- 7) Receive 95% of your home's equity once the contract is executed, and 100% of the equity once the residence has been vacated. Equity is generally advanced within 5 business days.
- 8) Not be responsible for mortgage payments, utilities, and maintenance once the contract is mutually executed and the residence is vacated.
- 9) Not attend settlement. The contractor will manage the details of settlement including payment of commissions.
- 10) Not submit a travel voucher for closing costs. The contractor will invoice NOAA in accordance with the contracted fee. Once the invoice is paid, the Relocation Services Coordinator (RSC) will forward a copy of the invoice to the gaining office.
- 11) Not bear any **tax liability** for this transaction.

302-12.50(g) What is the appraised sale program?

The appraised sale program occurs when you cannot find a bona fide buyer to buy your home and after the contractor orders appraisals. Under the appraised sale program, the contractor will buy your home from you based on an appraised value offer.

302-12.50(h) When are appraisals ordered?

After listing in the BVO program for 30 days, appraisals are initiated on the 30th day.

302-12.50(i) How are appraisals conducted?

Appraisals shall be conducted according to the Employee Relocation Council (ERC) appraisal form. The appraiser shall use a marketing time of not less than 120 days. Click on [Appraisal Q&As](#) for more information regarding the appraisal process.

302-12.50(j) When are inspections ordered under the appraised sale program?

Along with the appraisals (30 days), the contractor will order any property inspections needed to assess the properties condition and serviceability. Examples might include a general home inspection, well and/or septic inspection, roof and siding inspection and termite inspection. These inspections will generally be ordered at the same time appraisals are ordered. The only exception to the timing of the inspections would be any inspections we may need to assess the properties eligibility for the program. In these cases, inspections would be ordered at the time the property enters the homesale program.

302-12.50(k) When will I receive an appraised offer on my home?

Under the appraised sale program, you **may** receive an appraised offer based on the average of two or three appraisals on or after the 60th day of marketing. Note: This program **does not guarantee you a buyout on your home** since certain conditions, i.e., market conditions, appraisal issues, property conditions etc, may preclude the contractor from making you a buyout offer on your home.

302-12.50(l) When can I accept the appraised offer?

You must continue to market your home for an additional 30 days (90 days total) from when the offer is made before you can accept the appraised offer. If you have not brought a bona fide buyer to the table by the 90th day, you have up to 60 days to accept or reject the appraised offer by the contractor. If you reject the contractor's appraised offer, you are no longer eligible for the program and you will continue listing the residence on your own.

302-12.50(m) What options do I have on the 90th day when the appraised sale offer is made?

You may either,

- 1) **Accept the offer made by the contractor.** The contractor will purchase your residence based on appraised value as determined by the independent appraisals. The contractor will invoice NOAA in accordance with the contracted fee. Once the invoice is paid, the RSC will forward a copy of the invoice to the gaining office.
 - i. You may request an equity loan up to 75% of the estimated equity from your residence, based on the appraised sale offer, for the purpose of purchasing a residence at the new official duty station. The equity advance may be secured by a second deed of trust or other security which the contractor deems satisfactory. The equity advance shall be deducted from your equity upon the contractor's acquisition of the property. The contractor's cost of money or any other administrative charges will not be charged to you or to the Government if you accept the contractor's offer.
- 2) **Accept an outside offer by a bona fide buyer during the 60 day offer period.** The contractor may amend the appraised sale offer to reflect the value of the offer from the outside buyer. Please note that under the amended sale program, you must review all outside offers with the contractor and you cannot sign any sales agreement or accept any money from the outside buyer.

- 3) **Or reject the contractor's appraised offer** or at any time withdraw from the program. You are no longer eligible to reenter the program and you will continue listing the residence on your own and will be reimbursed under the direct reimbursement method. It is important to note that you will not be reimbursed for any charges (inspection fees, appraisal fees, etc.) that duplicate fees paid to the contractor. Once you've rejected the offer and have been withdrawn from the program, you will be obligated to repay any amounts advanced to you. Otherwise, the contractor shall use normal legal recourse against you. The Government shall not accept responsibility for repayment of the amount advanced and the contractor shall have no legal recourse against the Government if you fail to pay the amounts advanced.
 - i. If you sign a sales contract or accept money from an outside buyer, you are automatically out of the program.

302-12.50(n) What does the home purchase program consist of?

Under the home purchase program you will have the potential ability to quickly purchase a residence at the new official duty station through one of the contractor's mortgage providers. You will receive mortgage counseling and mortgage pre-approval within 48 hours of contacting the contractor and you will have early access to demographic information on every town, school, and neighborhood at your new official duty station.

302-12.50(o) What happens under the home purchase program?

You will:

- 1) Be provided with individual counseling to familiarize you with the program. The contractor will analyze your financial position to determine which mortgage will best meet your needs.
- 2) Work with the contractor, who will complete the loan application by telephone for you.
- 3) Review and sign the loan application and return it in the prepaid return envelope back to the contractor. Prior to closing, you will receive information from the contractor outlining reimbursable closing costs according to the FTR. You are responsible for bringing the remaining funds to closing.

- 4) Not pay the reimbursable closing costs or file a travel voucher since the reimbursable closing costs are charged directly to NOAA, and not charged to you at settlement. The contractor will forward an itemized invoice and a signed copy of the HUD-1 form (settlement statement) to the appropriate RSC for payment. Once the invoice is paid, the RSC will forward a copy of the HUD-1 form and itemized invoice to the gaining office.
- 5) Pay for any non-reimbursable expenses that were advanced to you.
- 6) Bear a **tax liability** for this transaction. Please be aware that all home purchase reimbursements are considered taxable income for which you will receive a Relocation Income Tax Allowance (RITA).

CHAPTER 306–FOREIGN TRAVEL

Part	
306-1	Authorizations
306-3	Administrative Requirements
306-4	Country Clearance Cables
306-5	Official Passports
306-6	Official Visas
306-7	Foreign Travel Documents

PART 306-1—Authorization

Sec.

306-1.2

Who has the authority to approve foreign travel?

306-1.2

Who has the authority to approve foreign travel?

Please see 301.2.5 (c)

PART 306-3--Administrative Requirements

Sec.

- 306-3.1 Where can I find foreign travel information?
- 306-3.2 Who processes foreign travel packages for NOAA?
- 306-3.3 What is a “complete” foreign travel package?
- 306-3.4 What happens when an incomplete foreign travel package is submitted?
- 306-3.5 Is a “Defensive Travel Briefing” required for foreign travel?
- 306-3.6 What will help ensure my safety as a Government employee traveling on official business?
- 306-3.7 How can I help ensure foreign travel packages will be processed in time for my travel?
- 306-3.8 What are the processing-time requirements for foreign travel packages that do not require visas or passports?
- 306-3.8 Does NOAA obtain official passports and visas for invitational travelers on foreign travel?
- 306-3.10 What do I submit to the NOAA Travel Office (NTO) for an invitational traveler on foreign travel?
- 306-3.11 How does the NTO process a foreign travel package?

306-3.1 Where can I find foreign travel information?

You can find foreign travel information at our travel website:
<http://www.corporateservices.noaa.gov/~finance/FT.html>

306-3.2 Who processes foreign travel packages for NOAA?

The NTO (Financial Policy and Compliance Division) processes all foreign travel packages.

306-3.3 What is a “complete” foreign travel package?

A complete foreign travel package consists of:

- 1) A completed “Foreign Travel Checklist”; *See NTR, Chapter 306-7.1.*
- 2) One photocopy of the approved travel authorization with a travel authorization number assigned by the Line/Corporate Office. If the traveler is applying a new official passport or renewing an official passport, a passport letter must accompany the package. The passport letter can be located at:
<http://www.corporateservices.noaa.gov>.
- 3) A certificate of completion for the “Defensive Travel Brief”, Defensive Travel Briefs are completed annually and must be submitted before the authorization can be processed in Travel Manager (TM).
- 4) Passport forms, passport photos (which must meet Department of State [DOS] requirements), and passports.
- 5) If applicable, visa photos (which must meet the country’s visa requirements), visa applications and letters of invitation. Please note: Your Line or Corporate Office may have additional internal requirements.

306-3.4 What happens when an incomplete foreign travel package is submitted?

Your line office contact will be notified via e-mail of the missing documentation/information. **NOTE:** missing documentation/information will cause delays in the processing of your travel package which may result in the trip being delayed or canceled. See <http://www.corporateservices.noaa.gov/~finance/FT.html> for a current foreign travel contact listing.

306-3.5 Is a “Defensive Travel Briefs” required for foreign travel?

Yes. “Defensive Travel Briefs” are required for all employees traveling abroad and does not include invitational travelers. The briefing must also be submitted, before the authorization can be processed in Travel Manager (TM). The “Defensive Travel Brief” consists of an on-line power point presentation and a certificate of completion, which is located at the Commerce Learning Center (CLC). The entire presentation must be viewed and the certificate of completion must accompany the foreign travel package and submitted to the NTO annually. The certificate of completion confirms that the traveler has read the on-line presentation. Completed foreign travel packages will not be returned to the traveler until the certificate of completion is received by the NTO.

See <https://doc.learn.com/login.asp?sessionid=3-0766F656-28CD-4862-A296-7A11D0C95786&DCT=1&lcid=178409&requestedurl=learncenter%2Easp%3Fid%3D178409%26page%3D1&secure=true>

Your Foreign Travel Authorization will not be processed in TM, without the briefing being faxed to the NTO.

306-3.6 What will help ensure my safety as a Government employee traveling on official business?

- 1) Sign the official passport immediately upon receipt;
- 2) Renew passports 6 months before they expire;
- 3) Obtain visas for any in-transit travel; and
- 4) Ensure that country clearance cables are processed by your Line Office’s servicing International Activities Office or by your Corporate Office.

306-3.7 How can I help ensure foreign travel packages will be processed in time for my travel?

Provide adequate processing-time for foreign travel packages by using the following procedures:

- 1) Plan ahead - Determine well ahead of travel dates the documentation needed, i.e., an approved foreign travel authorization, an annual briefing, an official passport, and whether or not visas are necessary. Separate documentation is required for each traveler. **Always provide the NTO with an office contact name and phone number on the authorization.**
- 2) Act promptly - Allow the proper processing-time necessary to obtain passports and visas. Passports/visas will not be sent to you until **all** documentation is received.

306-3.8 What are the processing-time requirements for foreign travel packages that do not require visas or passports?

A seven business day processing-time is required for foreign travel packages that do not require any action by the NTO, (i.e., the processing of passports and/or visas.) *See NTR, Chapter 306-4, 306-5, and 306-6 for specific processing-time requirements.*

306-3.9 Does NOAA obtain official passports and visas for invitational travelers on foreign travel?

No. NOAA is not responsible for official passports and visas for invitational travelers on foreign travel. Invitational travelers are expected to obtain their own personal passports and visas. However, NOAA will reimburse passport and visa fees for invitational travelers on foreign travel when approved on the travel authorization. NOTE: The NTO does not require the hard copy travel authorization for invitational travelers.

306-3.10 What information must be included on the travel authorization for an invitational traveler on foreign travel?

The following statement must be annotated in the remarks section of the travel authorization: “The individual named above is traveling at the invitation of the U.S. Government. Although not a formal representative of the U.S. Government, this individual is considered of sufficient character and qualification to participate on this mission.”

306-3.11 How does the NTO process a foreign travel package for employees?

Once all of the necessary documents have been processed, the NTO will forward a copy of the approved travel authorization, the official passport containing visas, if applicable, to the travel contact. Upon receipt of the foreign travel package, the travel contact and the traveler should review all documents for completion and accuracy.

306-5.3 Where do I obtain passport forms for official travel?

All passport forms (DS-11, DS-82, DS-4085, DS-5504) **must be completed on line** and printed on paper so the applicant can sign and date the application. Passport applications that print on more than one sheet of paper must be printed on one-sided sheets of paper and cannot be printed on one sheet of paper back-to-back. Passport applications can be found at:
http://travel.state.gov/passport/passport_1738_2.html.

Each on-line passport application contains a 2-D Barcode, which enables the DOS to populate encrypted data, filled out by the applicant, into their system. **NOTE:** All employees must annotate “CROA” in the “Mail Passport to” section of the application. You will need to indicate your home address in the “Permanent Address” section of the application.

306-5.4 How do I apply for an official passport?

There is no charge for official passports since they are deemed no-fee passports. However, applicants who use the “DS-11, Application for Passport” may be charged a processing fee which is reimbursable via a travel voucher. If you expect to travel frequently, you may request a 48-page passport to accommodate the additional visa stamps. You may apply for an official passport in one of the following two ways:

- 1) “DS-11, Application for Passport,” is used if you have **never** been issued a passport (either personal or official), or if you have a passport that was issued **more** than 15 years ago. Once notified that the DS-11 will be used, the NTO will send you an original and a photocopy of a letter of authorization. You will need to apply in person at the nearest Passport Office, Clerk of the Circuit Court, or Federal District Court, and provide a photo ID, along with the following paperwork to a certified passport agent:
 - an original and photocopy of a letter of authorization provided by the NTO,
 - a “DS-11, Application for Passport” completed on-line and printed on one-sided sheets of paper and **cannot be signed until** you appear in person in front of a certified passport agent;
 - two passport-size photographs (2" x 2"); and
 - a birth certificate with a raised seal.

Once you are sworn in by a certified passport agent, all of the above mentioned paperwork will be express mailed to the DOS in Washington, D.C. for processing. Once complete, the DOS will forward the new official passport to the NTO. The NTO will express mail the passport to the traveler to be signed for future visas. Allow four to six weeks processing time for DS-11 forms (not including visas).

PART 306-6-Official Visas

Sec.

- 306-6.1 What is a visa?
- 306-6.2 What is the processing-time for visas?
- 306-6.3 How do I obtain a visa(s) in my official passport?
- 306-6.4 Is there a listing I should use when verifying visa requirements for official travel?
- 306-6.5 Where do I obtain visa applications for official travel?
- 306-6.6 How do I read the “Visa Requirements for Official Travel” listing?

306-6.1 What is a visa?

A visa is a stamp affixed in a passport which allows you to enter and exit a foreign country.

306-6.2 What is the processing-time for visas?

The processing-time for visas are dictated by the various embassies. A 10 – 15 business day processing-time is required to obtain visas for most countries. A 15 – 20 business day processing-time is required to obtain visas for China, Russia, and Vietnam.

306-6.3 How do I obtain a visa(s) in my official passport?

You will submit your official passport and any applicable visa documentation to the NTO for processing. Visa requirements vary for each country. Some countries may require a visa application, and some may require visa photos or letters of invitation. Most countries require that the passport be valid at least 6 months or longer beyond the dates of travel before a visa can be issued.

306-6.4 Where do I verify visa requirements for official travel?

You will use the “Official Visa Requirements” listing when verifying visa requirements for official travel. Do not use the “Foreign Entry Requirements” listing published by the DOS since it contains visa requirements for personal and private industry travel and differs from the visa requirements for official travel. *See NTR, Chapter 306-7.3 for the “Official Visa Requirements.”*

306-6.5 How do I read the “Official Visa Requirements” listing?

You should note the following when reading the “Official Visa Requirements:”

- 1) **“No visa required”** indicates the employee travels on their official passport only; and
- 2) **“Visa required”** indicates a visa is required, but applications and pictures are not required. When a visa is required, the NTO will submit applicable paperwork with the official passport to the appropriate embassy for a visa. Please note, pictures must be recent 2”x2” color photos (not photocopied) unless otherwise specified; and

Original signatures are required on each visa application.

PART 306-7--Foreign Travel Documents

Sec.	
306-7.1	Foreign Travel Checklist
306-7.2	Visa Requirements for Official Travel

FROM: NAME: _____ FAX: _____
PHONE: _____
ADDRESS: _____

SUBJECT: TRAVELER'S NAME: _____
TRAVEL DATES: _____
DESTINATION(S): _____
OFFICIAL PASSPORT NUMBER: _____

RETURN FOREIGN TRAVEL PACKAGE TO:

(Please provide instructions on where foreign travel packages will be returned upon completion. Include contact name or traveler name, complete mailing address, Fed-Ex account number - if applicable. _____

The attached Foreign Travel Package contains the following forms (check where applicable):
See NOAA Travel Regulation, Chapter 300-4 for any of the forms mentioned below. For more information, please visit the following website: <http://www.corporateservices.noaa.gov/~finance/TR.300-4.html>

- ___ **SIGNED Travel authorization**
- ___ **PASSPORT**
- ___ **Form CD-369, Travel Advance** (Invitational travelers only)
- ___ **Fly America Justification Statement**, (if applicable)
- ___ **Form CD-334, Request for Extra Fare Air Accommodations**
- ___ **Defensive Travel**
- ___ **Dummy Passport Letter**
- ___ **DS-11, Application for Passport** (Frequent travelers are advised to request a 48-page passport)
- ___ **DS-82, Passport Application by Mail** (Frequent travelers advised to request a 48-page passport)
- ___ **Two (2) Passport Photos** See NTR, Chapter 306-5.5
- ___ **DS-19, Passport Amendment/Validation Application**
- ___ **DS-64, Statement Regarding Lost or Stolen Passport**
- ___ **Emergency Justification Letter**
(Applies to travelers who need an official passport with departure dates of less than 4 weeks processing-time)
- ___ **Visa application(s) and photos**, (if applicable)
- ___ **Letter of Invitation** (If applicable - required for travel to Russia, China, India, and Vietnam)

All NOAA employees traveling Outside the Continental United States (OCONUS) on official business **must** obtain an official passport and official visas if required, before leaving the United States. An official passport cannot be obtained for travel to Taiwan, and is not required for travel between the United States and U.S. territories. U.S. territories include American Samoa, Guam, Midway Islands, Puerto Rico, U.S. Virgin Islands, Northern Mariana Islands, and Wake Island. The NTO strongly urges employees to carry birth evidence when traveling between the U.S. and U.S. territories to avoid unnecessary problems. However, if you have an official or personal passport, you are expected to use your official or personal passport instead of birth evidence. NOTE: With the exception of U.S. territories, locations not listed below require an official passport, but not a visa.

<u>ABU DHABI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>AFGHANISTAN</u>	1 VISA APPLICATION, 1 PHOTO Copy of round trip airline tickets or itinerary.
<u>ALBANIA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>ALGERIA</u>	3 VISA APPLICATIONS, 3 PHOTOS (application must be typed)
<u>ANDORRA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>ANGOLA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ANGUILLA</u>	NO VISA REQUIRED
<u>ANTARCTICA</u>	NO VISA REQUIRED
<u>ANTIGUA & BARBUDA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>ARGENTINA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ARMENIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ARUBA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>AUSTRALIA</u>	Australian visas should be obtained electronically thru the applicable travel management center (TMC). The TMC requires the information/picture page of the passport. Travelers will receive the VISA at the airport. In cases where electronic visas are not possible: 1 ORIGINAL VISA APPLICATION - FORM 456

<u>AUSTRIA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>AZERBAIJAN</u>	1 VISA APPLICATION, 2 PHOTOS LETTER FROM HOST COMPANY OR ORGANIZATION AUTHORIZED BY MINISTRY OF FOREIGN AFFAIRS
<u>AZORES</u>	SEE PORTUGAL
<u>BAHAMAS</u> 3	PASSPORT REQUIRED NO VISA REQUIRED FEWER THAN MONTHS.
<u>BAHRAIN</u>	1 VISA APPLICATION, 1 PHOTO
<u>BALI</u>	SEE INDONESIA
<u>BANGLADESH</u>	2 VISA APPLICATIONS, 3 PHOTOS Copy of airline tickets or itinerary.
<u>BARBADOS</u>	NO VISA REQUIRED, MUST TRAVEL ON OFFICIAL PASSPORT
<u>BELARUS</u>	1 VISA APPLICATION, 1 PHOTO, LETTER OF INVITATION
<u>BELGIUM</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>BELIZE</u>	NO VISA REQUIRED LESS THAN 1 MONTH
<u>BENIN</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER)
<u>BERMUDA</u>	NO VISA REQUIRED LESS THAN 21 DAYS
<u>BHUTAN</u>	1 VISA APPLICATION, 4 PHOTOS Apply 30 days before travel. Visa must be approved by Bhutan Foreign Ministry.
<u>BOLIVIA</u>	VISA REQUIRED, BUT APPLICATION NOT NEEDED- SUBMIT PASSPORT TO NTO FOR PROCESSING

<u>BONAIRE</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>BORNEO</u>	SEE INDONESIA
<u>BOSNIA - HERZEGOVINA</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>BOTSWANA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS. IF TRANSIT VIAS. AFRICA, A TRANSIT VISA FOR THAT COUNTRY IS REQUIRED
<u>BRAZIL</u>	1 VISA APPLICATION, 1 PHOTO
<u>BRITAIN</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>BRITISH VIRGIN ISLANDS</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>BRUNEI - DARUSSALAM</u>	1 ORIGINAL VISA APPLICATION, 1 PHOTO
<u>BULGARIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>BURKINA PASO</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER VACCINE)
<u>BURMA</u>	NOW CALLED MYANMAR 3 VISA APPLICATIONS, 4 PHOTOS
<u>BURUNDI</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER)
<u>CAMBODIA</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>CAMEROON</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER VACCINE)
<u>CANADA</u>	OFFICIAL PASSPORT IS REQUIRED. NO VISA REQUIRED UNDER 3 MONTHS.

<u>CANARY ISLANDS</u>	SEE SPAIN
<u>CAPE VERDE</u>	1 VISA APPLICATION, 1 PHOTO
<u>CAYMAN ISLANDS</u>	NO VISA UNDER 3 MONTHS
<u>CENTRAL AFRICA</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)
<u>CEYLON</u>	SEE SRI LANKA
<u>CHAD</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER VACCINE)
<u>CHILE</u>	VISA REQUIRED, BUT APPLICATION NOT NEEDED- SUBMIT PASSPORT TO NTO FOR PROCESSING
<u>CHINA</u>	1 VISA APPLICATION, 1 PHOTO, AND A LETTER OF INVITATION FROM THE CHINESE GOVERNMENT. There may be a visa processing fee based on the type of letter of invitation received. The visa processing fee is \$130 and must be paid in the form of a money order made out to the Chinese Embassy. Allow at least 2 weeks processing time
<u>CHRISTMAS ISLAND</u>	AUSTRALIAN OWNED: SEE AUSTRALIA KIRITIMATI OWNED: SEE KIRIBATI
<u>COCOS ISLAND</u>	SEE AUSTRALIA
<u>COLOMBIA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>COMOROS ISLANDS</u>	VISA REQUIRED. Can be obtained on arrival for a stay up to a month.
<u>CONGO - BRAZZAVILLE</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>CONGO</u> (FORMERLY ZAIRE)	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)

<u>COOK ISLAND</u>	SEE NEW ZEALAND
<u>COSTA RICA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>COTE D'IVOIRE</u> <u>IVORY COAST</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CROATIA</u>	NO VISA REQUIRED LESS THAN 1 MONTH
<u>CUBA</u>	NO TRAVEL
<u>CURASAO</u>	SEE NETHERLAND ANTILLES
<u>CURACAO</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>CYPRUS</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>CZECH REPUBLIC</u>	NO VISA REQUIRED LESS THAN 1 MONTH
<u>DENMARK</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>DJIBOUTI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>DOMINICA</u>	NO VISA REQUIRED LESS THAN 3 WEEKS
<u>DOMINICAN REP.</u> <u>DUBAI</u>	VISA REQUIRED (No visa when traveling via military plane) SEE UNITED ARAB EMIRATES
<u>ECUADOR</u>	VISA REQUIRED
<u>EGYPT</u>	1 VISA APPLICATION, 1 PHOTO
<u>EL SALVADOR</u>	1 VISA APPLICATION, 2 PHOTOS

NOAA TRAVEL REGULATION VISA REQUIREMENTS FOR OFFICIAL TRAVEL
Chapter 306-Foreign Travel 306-7.2

<u>ENGLAND</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>EQUATORIAL GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>ERITREA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ESTONIA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>ETHIOPIA</u>	1 VISA APPLICATION, 1 PHOTO - <u>Allow 2 weeks processing time</u> (YELLOW FEVER IMMUNIZATION)
<u>FIJI</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>FINLAND</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>FRANCE</u> please It	1 VISA APPLICATION (<u>Completely filled out and signed,</u> use only the English version),1 PHOTO (White Background and must be a 2x2). Spain, France, and Greece are all the same visa.
<u>FRENCH GUIANA</u>	SEE FRANCE
<u>FRENCH POLYNESIA</u>	SEE FRANCE
<u>FRENCH WEST INDIES</u>	SEE FRANCE
<u>GABON</u>	2 VISA APPLICATIONS, 2 PHOTOS, (YELLOW FEVER)
<u>GALA PAGOS ISLANDS</u>	SEE ECUADOR
<u>GAMBIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>GEORGIA</u>	1 VISA APPLICATION, 1 PHOTO Type or print in block letters
<u>GERMANY</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>GHANA</u>	1 VISA APPLICATION, 4 PHOTOS (Yellow fever)

<u>GIBRALTAR</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>GILBERT ISLANDS</u>	SEE KIRIBATI
<u>GREAT BRITAIN</u>	NO VISA REQUIRED LESS THAN 6 MONTHS
<u>GREECE</u>	1 VISA APPLICATION, 1 PHOTO Spain, France, and Greece are all the same visa. Only if Schengen states visa.
<u>GREENLAND</u>	SEE DENMARK
<u>GRENADA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>GRENADINE ISLANDS</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>GUADELOUPE</u>	SEE FRANCE
<u>GUATEMALA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>GUIANA, FRENCH</u>	SEE FRENCH GUIANA
<u>GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS (Yellow fever)
<u>GUINEA - BISSAU</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>GUYANA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>HAITI</u>	VISA REQUIRED
<u>HOLY CITY- VATICAN CITY STATE</u>	SEE ITALY

<u>HONDURAS</u>	NO VISA REQUIRED LESS THAN 1 MONTH
<u>HONG KONG</u> Administrative Region -	NO VISA REQUIRED LESS THAN 3 MONTHS Travelers visiting Hong Kong after visiting China and then Returning to China will continue to require a double entry visa to China - 1 VISA APPLICATION, 1 PHOTO, AND LETTER OF INVITATION.
<u>HUNGARY</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>ICELAND</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>INDIA</u>	2 VISA APPLICATIONS, 2 PHOTOS, Extra Document and invitation letter
<u>INDONESIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>IRAN</u>	NO TRAVEL ALLOWED
<u>IRAQ</u>	NO TRAVEL ALLOWED
<u>IRELAND</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>ISRAEL</u>	1 VISA APPLICATION AND CLEAR PHOTOCOPY OF THE PASSPORT (Will need new passport if current passport contains current a Syrian visa).
<u>ITALY</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>IVORY COAST</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>JAMAICA</u>	NO VISA REQUIRED LESS THAN 1 MONTH
<u>JAPAN</u>	1 VISA APPLICATION, 1 PHOTO (visa valid 5 years)

<u>JAVA (INDONESIA)</u>	SEE INDONESIA
<u>JORDAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>KAMPUCHEA</u>	3 VISA APPLICATIONS, 3 PHOTOS, AND COPY OF TRAVEL ITINERARY
<u>KAZAKHSTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>KENYA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>KIRIBATI</u>	1 VISA APPLICATION, 1 PHOTO Copy of roundtrip airline tickets or itinerary.
<u>KOREA (SOUTH)</u>	1 VISA APPLICATION, 1 COLOR PHOTO
<u>KUWAIT</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>KYRGYZSTAN</u>	1 VISA APPLICATION (Must be typed), 1 PHOTO
<u>LAOS</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>LATVIA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>LEBANON</u>	1 VISA APPLICATION, 2 PHOTOS
<u>LEEWARD ISLANDS</u>	SEE BRITISH VIRGIN ISLANDS
<u>LESOTHO</u>	NO VISA REQUIRED LESS THAN 1MONTH
<u>LIBERIA</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER) Copy of roundtrip airline tickets or itinerary.
<u>LIBYA</u>	NO TRAVEL ALLOWED
<u>LIECHTENSTEIN</u>	NO VISA REQUIRED LESS THAN 3 MONTHS

<u>LITHUANIA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>LOMBOK</u>	SEE INDONESIA
<u>LUXEMBOURG</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>MACAU</u>	SEE PORTUGAL
<u>MACEDONIA</u>	1 VISA APPLICATION, 1 PHOTO, LETTER OF INVITATION Copy of itinerary.
<u>MADAGASCAR</u>	1 ORIGINAL VISA APPLICATION, 1 PHOTO
<u>MALAWI</u>	NO VISA REQUIRED LESS THAN 1 MONTH
<u>MALAYSIA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>MALDIVES</u>	NO VISA REQUIRED LESS THAN 1 MONTH
<u>MALI</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)
<u>MALTA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>MARQUESAS ISLANDS</u>	SEE FRANCE
<u>MARSHALL ISLANDS</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>MARTINIQUE</u>	SEE FRANCE
<u>MAURITANIA</u>	2 VISA APPLICATIONS, 4PHOTOS, (YELLOW FEVER)
<u>MAURITIUS</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>MAYOTTE</u>	SEE FRANCE
<u>MEXICO</u>	NO VISA REQUIRED LESS THAN 3 MONTHS (Need special permit if working in Mexican waters)

<u>MICRONESIA</u>	NO VISA REQUIRED
<u>MIQUELON INLAND</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>MOLDOVA</u>	1 VISA APPLICATION, 1 PHOTO
<u>MONACO</u>	SEE FRANCE
<u>MONGOLIA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>MONTENEGRO</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>MONTserrat</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>MOROCCO</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>MOZAMBIQUE</u>	1 VISA APPLICATION, 2 PHOTOS
<u>MYANMAR</u>	3 APPLICATIONS, 4 PHOTOS
<u>NAMIBIA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>NAURU</u>	VISA REQUIRED - PERMISSION LETTER FROM REPUBLIC OF NAURU POLICE DEPARTMENT IS REQUIRED. Visa is issued upon arrival.
<u>NEPAL</u>	1 VISA APPLICATION, 1 PHOTO
<u>NETHERLANDS</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>NETHERLAND ANTILLES</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>NEW CALEDONIA</u>	SEE FRANCE
<u>NEW ZEALAND</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>NICARAGUA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS

NOAA TRAVEL REGULATION VISA REQUIREMENTS FOR OFFICIAL TRAVEL
Chapter 306-Foreign Travel 306-7.2

<u>NIGER</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER)
<u>NIGERIA</u>	1 VISA APPLICATION, 1 PHOTO (YELLOW FEVER)
<u>NIUE</u>	SEE NEW ZEALAND
<u>NORFOLK ISLANDS</u>	SEE AUSTRALIA
<u>NORTH MARIANA ISLANDS</u>	NO VISA REQUIRED
<u>NORWAY</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>OMAN</u>	2 ORIGINAL VISA APPLICATIONS (Must be typed), 2 PHOTOS
<u>PAKISTAN</u>	1 VISA APPLICATION, 2 PHOTOS
<u>PALAU ISLANDS</u>	VISA NOT REQUIRED IF LESS THAN 1 MONTH, BUT MUST PRESENT ROUND TRIP AIRFARE TICKET. VISA ISSUED AT AIRPORT IF STAY IS LONGER THAN 1 MONTH
<u>PANAMA</u>	VISA REQUIRED, BUT APPLICATION NOT NEEDED. SUBMIT PASSPORT TO NTO FOR PROCESSING
<u>PAPUA NEW GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS, (Port Moresby must send Immigration approval to embassy)
<u>PARAGUAY</u>	2 VISA APPLICATION, 2 PHOTO
<u>PERU</u>	1 VISA APPLICATION, 1 PHOTO
<u>PHILIPPINES</u>	1 VISA APPLICATION, 1 PHOTO (Name and signature on front bottom of photograph, no eyeglasses)
<u>POLAND</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>PORTUGAL</u>	NO VISA UNDER 1 MONTH (In cases over 1 month, the traveler must apply at a local police station)

QATAR 1 VISA APPLICATION, 2 PHOTOS

REUNION ISLAND SEE FRANCE

ROMANIA NO VISA REQUIRED LESS THAN 3 MONTHS

RUSSIA 1 VISA APPLICATION, 1 SIGNED PASSPORT TYPE PHOTO, 1 APPLICATION FORM 95 REQUIRED FOR U.S. MALE VISITORS AGED 16 TO 45 YEARS, OFFICIAL INVITATION FROM AN ORGANIZATION AUTHORIZED TO INVITE BUSINESS/OFFICIAL VISITORS TO RUSSIA. TO ARRANGE AN INVITATION, USUALLY SENT TO YOU BY FAX, YOUR SPONSOR WILL REQUIRE:

YOUR FULL NAME, NATIONALITY, PASSPORT NUMBER, DATE OF ARRIVAL/DEPARTURE IN RUSSIA, AND THE CITIES YOU WILL VISIT.

THE INVITATION TO RUSSIA **MUST** BE FROM THE **RUSSIAN FOREIGN MINISTRY**. THE LETTER **MUST** CONTAIN: OFFICIAL SEAL AND LEGAL ADDRESS OF THE AGENCY, SIGNATURE AND NAME OF OFFICIAL AUTHORIZED TO INVITE FOREIGNERS TO RUSSIA. THE EMBASSY RESERVES THE RIGHT TO REQUEST THE ORIGINAL INVITATION.

RUSSIAN VISAS ARE PROCESSED THROUGH THE STATE DEPARTMENT DIPLOMATIC SECTION. PAPER WORK IS FIRST EXAMINED BY THEM, AND THEN COURIERED TO THE RUSSIAN EMBASSY. 4-5 MONTHS PROCESSING-TIME IS REQUIRED SINCE IT COULD TAKE STATE DEPARTMENT 2-3 WEEKS TO OBTAIN THE VISA FROM THE EMBASSY. Please note that there may be a visa processing fee based on the type of letter of invitation received. The visa processing fee must be paid in the form of a money order made out to the Russian Embassy.

<u>RWANDA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>SAINT BARTS</u>	SEE FRANCE
<u>SAINT KITTS & NEVIS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT LUCIA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>SAINT MAARTEN</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>SAINT PIERRE MIQUELON</u>	SEE FRANCE
<u>SAINT VINCENT & THE GRENADINES</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>SAMOA (WESTERN)</u>	NO VISA REQUIRED LESS THAN 1 MONTH
<u>SAN MARINO</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>SAOTOME & PRINCIPE</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)
<u>SAUDI ARABIA</u>	1 VISA APPLICATION, 1 PHOTO (Will need new passport if current passport contains Israeli visa) A COPY OF THE ITINERARY WITH DETAILED FLIGHT INFORMATION AT TIME OF ENTERING AND EXITING THE KINGDOM OF SAUDI ARABIA.
<u>SCOTLAND</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>SENEGAL</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>SERBIA & MONTENEGRO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SEYCHELLES</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>SIERRA LEONE</u>	1 VISA APPLICATION, 1 PHOTO (YELLOW FEVER)

<u>SINGAPORE</u>	NO VISA REQUIRED LESS THAN 1 MONTH
<u>SLOVAK REPUBLIC</u>	NO VISA REQUIRED LESS THAN 1 MONTH
<u>SLOVENIA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>SOLOMON ISLANDS</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>SOMALIA</u>	CONTACT DEPARTMENT OF STATE
<u>SOUTH AFRICA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>SPAIN</u>	VISA REQUIRED Spain, France, and Greece are all the same visa. Only if Schengen States visa.
<u>SRI LANKA</u>	1 VISA APPLICATION, 2 PHOTOS Flight itinerary
<u>SUDAN</u>	VISA IS REQUIRED, BUT NOT ISSUED STATESIDE
<u>SUMATRA</u>	SEE INDONESIA
<u>SURINAME</u>	1 VISA APPLICATION
<u>SWAZILAND</u>	NO VISA REQUIRED LESS THAN 2 MONTHS. If entry/exit via South Africa, a double transit visa is required
<u>SWEDEN</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>SWITZERLAND</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>SYRIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>TAHITI</u>	SEE FRANCE

<u>TAIWAN</u>	<u>MUST TRAVEL ON PERSONAL PASSPORT.</u> TAIWAN CLEARANCE FORM AND COUNTRY CABLE CLEARANCE MUST BE FAXED TO THE TAIWAN COORDINATION STAFF BY THE TRAVELER (Fax number on clearance sheet). Upon approval, Taiwan Coordination Staff will fax clearance to the NTO. NO visa is required for stay under 30 days.
<u>TAJKISTAN</u>	2 VISA APPLICATIONS, 2 PHOTOS. (<u>Approval</u> from the Ministry of Foreign Affairs in Tajikistan must be arranged by sponsor)
<u>TANZANIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>THAILAND</u>	1 VISA APPLICATION, 2 PHOTOS
<u>TIMOR</u>	SEE INDONESIA
<u>TOGO</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER)
<u>TOKELEU</u>	SEE NEW ZEALAND
<u>TONGA</u>	NO VISA UNDER 1 MONTH
<u>TRINIDAD & TOBAGO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>TUNISIA</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>TURKEY</u>	1 VISA APPLICATION
<u>TURKMENISTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>TURKS & CAICOS ISLANDS</u>	NO VISA UNDER 1 MONTH

<u>TUVALU ISLAND</u>	AMERICANS ARE ENCOURAGED TO REGISTER WITH THE U.S. EMBASSY IN SUVA, FIJI.
<u>UGANDA</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)
<u>UKRAINE</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>UNITED ARAB EMIRATES</u>	2 VISA APPLICATIONS, 2 PHOTOS Travel documents should not show of prior or intended travel to
<u>UNITED KINGDOM</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>URUGUAY</u>	VISA REQUIRED
<u>UZBEKISTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>VANUATU</u>	NO VISA REQUIRED LESS THAN 1 MONTH
<u>VENEZUELA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>VIETNAM</u>	1 VISA APPLICATION, 1 PHOTO, VISA APPROVAL FORM (Visa approval form must come from joint venture partner who Must obtain the approval letter in advance from the Immigration Department on the traveler's behalf. Visa approval form must accompany the visa application and photo.)
<u>VIRGIN ISLANDS BRITISH</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>WALES</u>	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>WALLIS ISLAND</u>	SEE FRANCE
<u>WESTERN SAMOA</u>	NO VISA REQUIRED LESS THAN 1 MONTH

<u>WEST INDIES (BRITISH)</u>	NO VISA REQUIRED
<u>WEST INDIES (FRENCH)</u>	SEE FRANCE
<u>YEMEN ARAB REP.</u>	1 VISA APPLICATION, 2 PHOTOS Copy of itinerary
<u>YUGOSLAVIA</u> (Serbia & Montenegro)	NO VISA REQUIRED LESS THAN 3 MONTHS
<u>YUGOSLAVIA</u> (Former Yugoslav Republic of Macedonia)	NO VISA UNDER 3 MONTHS
<u>ZAIRE</u>	SEE CONGO
<u>ZAMBIA</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER AND CHOLERA)
<u>ZANZIBAR</u>	SEE TANZANIA
<u>ZIMBABWE</u>	2 VISA APPLICATIONS, 2 PHOTOS Specify single entry or double entries required.