



Critical Materials Institute

AN ENERGY INNOVATION HUB

Guidelines for International Travel

DOE requires all foreign travel to be approved prior to the commitment of any federal funds, and also requires a Foreign Trip Report to be filed within 30 days of the completion of the trip.

This document describes how the requirements apply to CMI-supported researchers.

Who is subject to DOE's foreign travel requirements?

The requirements apply to everyone associated with CMI, irrespective of their institutional affiliation.

If *any* of the following statements is true, CMI is required to enforce the requirements and must deny reimbursement if they are not met.

1. The trip involves discussion or presentation of any work supported by CMI.
2. Any part of the cost of the trip is being reimbursed using CMI funds.
3. You receive any salary support from CMI during the course of the trip.

Process

INL, LLNL or ORNL employees (and their sub-contractors)

Follow the usual procedures in place at your Lab. On the "Request for Approval of Foreign Travel" form, field #23, the Org. Code is "EE" and the contact name is Kathleen Hogan, Advanced Manufacturing Office. *Also:*

- Submit a copy of your pre-trip approval request to CMIDirector@ameslab.gov preferably before, and certainly no later than, you submit it to DOE HQ.
- Submit a copy of your foreign trip report to CMIDirector@ameslab.gov preferably before, and certainly no later than, you submit it to DOE HQ.

All others

The Ames Laboratory is responsible for filing your pre-approval documents and your post-trip report. Jenni Brockpahler (brockpahler@ameslab.gov) is the point of contact to request and then submit the necessary forms.

Pre-approval: Submit at least 45 days prior to departure date.

Post-trip report: Submit no later than 21 days upon completion of trip.

Reimbursement of Expenses

Follow the reimbursement procedures of your home institution. Costs supported by CMI may be billed to the appropriate CMI account, but are subject to review and disallowance if our requirements are not met.

Notes and Caveats

Pre-trip approvals are required from both DOE HQ and the US Department of State. Do not underestimate the lead-time required.

For most trips, DOE approval is provided by the Advanced Manufacturing Office, which requires a brief but compelling explanation of the value of the trip. If this explanation is absent or insufficient, it will delay or prevent approval.

Travelers who will be overseas for at least 30 consecutive days are required by the Department of State to take the “Serving Abroad for Families and Employees (S.A.F.E.) Training Course. This course is available on-line and is then valid for four years.

Fly America rules are enforced. You must use US-flag carriers to the maximum extent possible. Certain exceptions are allowed under Open Skies agreements, but are subject to prior approval.

T4 and Sensitive Countries

- For trips to countries that are declared by the US Government to be *state supporters of terrorism*, sometimes known as “T4 countries,” approval is required from the Secretary of Energy. This currently applies to Cuba, Iran, Sudan and Syria. You may expect much greater scrutiny and longer approval times for travel to these countries.
- For trips to other countries that DOE considers sensitive, there is no additional paperwork, but additional scrutiny and/or security briefings may be required. The list of sensitive countries is available upon request.

January 20, 2014