

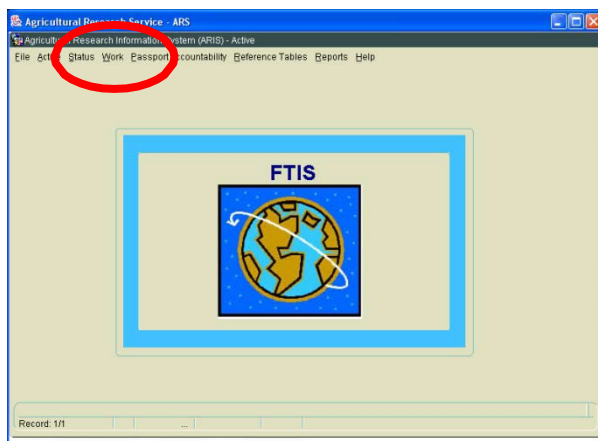
FTIS - Work Record Entry

FTIS - Chapter 14 is located on AXON

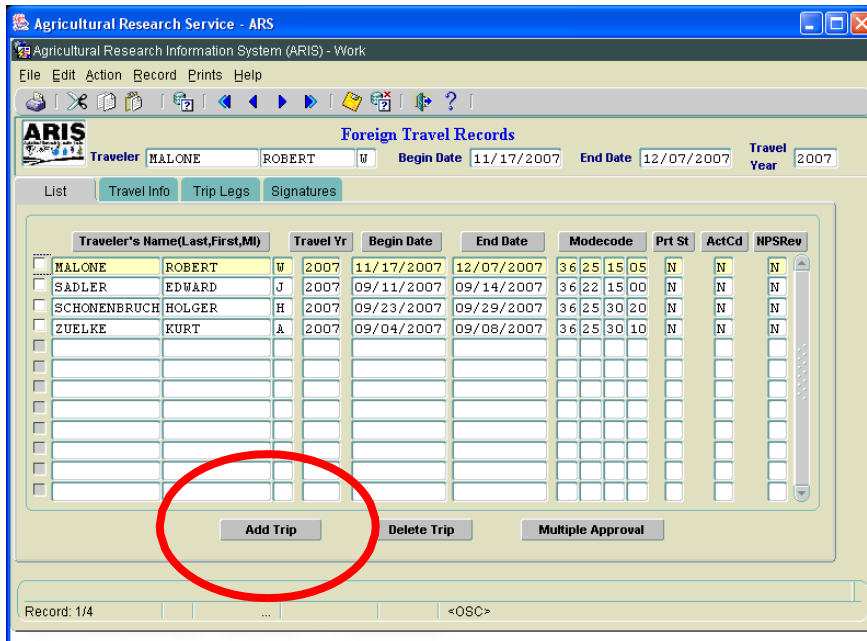
1. Click on FTIS box



2. Click on Work record



Click on Add a trip

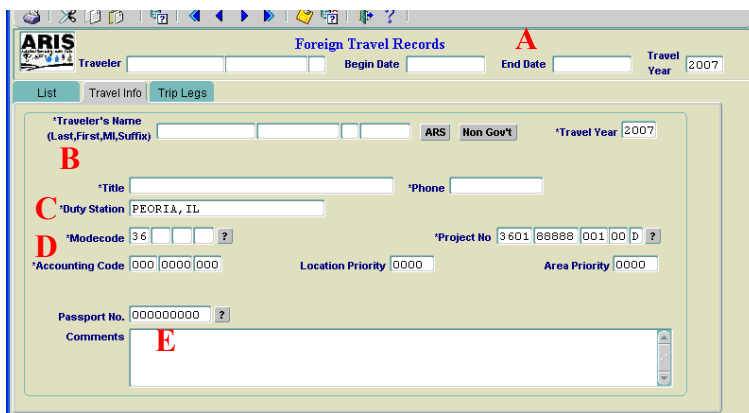


3. Start filling out the tabs.

Travel Info Tab

- a. Begin dates
- b. Traveler Name
- c. Title, phone
- d. Mode code, project number (CRIS) and accounting used
- e. Comments field:

- Annual Leave dates
- If traveler is visiting several cities in one country, create ONE trip leg per country and list cities and dates and brief reason for being in the city.
- However, if there are multiple meetings or multiple sponsors, each meeting, each sponsor requires a separate trip leg.
- Do not duplicate information placed in any other field.



LEG – Purpose

If International Meeting is chosen, a meeting number must be added to FTIS.

LEG – Purpose Narrative – TRAVELER’s BENEFIT/GAIN

This section needs to explain what the traveler will **GAIN or LEARN** from this trip. The lecture title is placed at the end of this section, if space, or in Remarks section.

LEG – International Meeting

If the traveler is attending an international meeting (scientific public is invited), make a request via AFMCSP (Travel Portal) to have the meeting added to FTIS. Provide:

- a. The official name of the meeting (no acronyms)
- b. The official dates of the meeting
- c. The city/state/country
- d. The website if available

LEG – Contributing Organization

Enter the name of the outside funds sponsor and use accurate estimates for funds contributed. The record will be returned if this section is not completed.

Funding Source Text:

- 1 – ARS appropriated funds
- 2 – Reimbursements from other USDA agencies
- 3 – Reimbursements from other federal agencies
- 4 – Payment in kind or funds from non-government sources
- 5 – PASA funds (aid projects)

Contributing Organization Table

- 1 – Other USDA agency
- 2 – Other federal government agency
- 3 – Foreign government organization
- 4 – International organization/association
- 5 – Foreign university
- 6 – American university
- 7 – American non-profit organization/association
- 8 – Personal funds
- 9 – For profit organization/association

Purpose Text

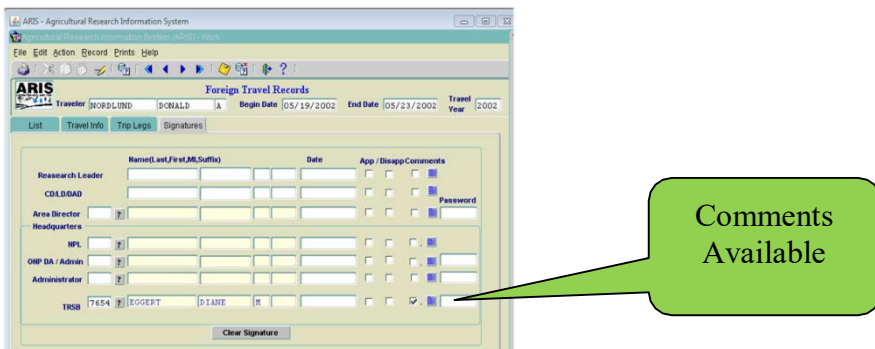
- 1 – Present paper at international meeting
- 2 – Attend international meeting without presenting paper
- 3 – Training
- 4 – Support ARS research program
- 5 – Travel of foreign based personnel to support ARS programs
- 6 – Support other USDA agency
- 7 – Support other federal agency
- 8 – Requested by non-government organization (presenter, chair, etc)
- 9 – Requested by international organization (presenter, chair, etc)

When the Work Record has been signed at the location and needs to be edited, it must be returned from the level the document is waiting for approval.

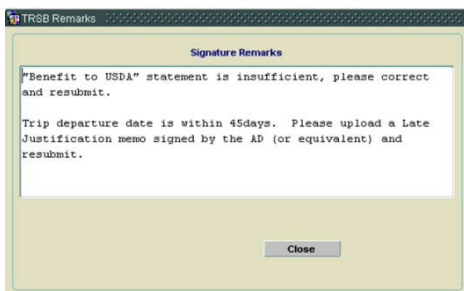
AMENDMENT:
If the Work Record is approved, open the document in Active and create a Work Record for the document.

Signature Page Comments

Each signature level has the ability to enter comments into FTIS. Select the “Comments” button (next to your level) to display the Signature Remarks window.



If a file is **returned** for any reason, check the comments section for information. The comments will be displayed in a window. Once comments have been read, select “Close”.



FTIS - Trip Report (Final Step)

The trip report is the final step in the foreign travel process and is created in FTIS after the traveler has returned. Copy and paste the text from MSWord.

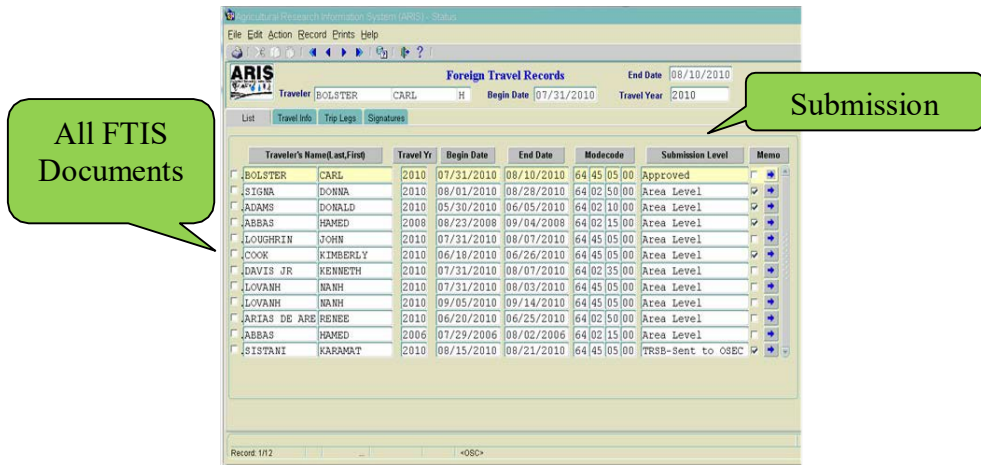
In the ACTIVE Menu:

- Choose Trip Report
- Search for traveler by name,
- Choose the trip and check the box to left
- Choose Action Menu
- Create Work Record
- Click Continue
- Open the Work Menu
- Open Trip Report
- Paste information in the report.
- Sign the document approved and it will route to the Area office

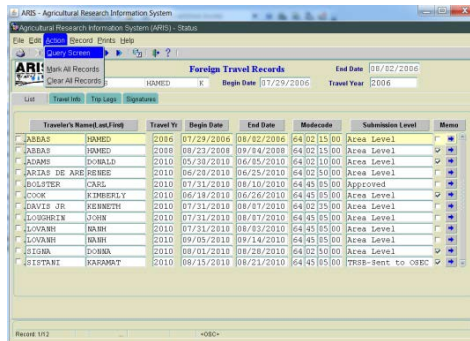
FTIS – Locate Status of Record

There are various submission levels, this information can be viewed under “Status”, “Foreign Travel Records”.

- RL Level - Original point of entry and/or waiting approval by RL
- CD/LD/DAD Level - Original point of entry and/or waiting on approval
- Area Level - Waiting approval by Area Director, and TS stamp
- TRSB Level - waiting on HQ (NCR) stamp



To determine the status or Submission Level of your travelers, select “Status”, “Query Screen”.



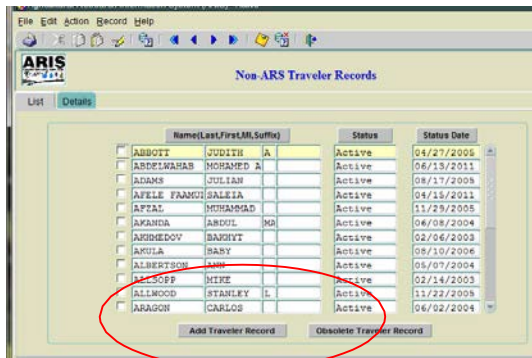
You can query for an individual traveler, or for a period of time. If searching for a travel period enter into the “Begin Date” field the date of travel you are looking for (ex. 6/1/14:12/31/14) and enter.

Enter a NON-Government - Foreign Traveler FTIS Record

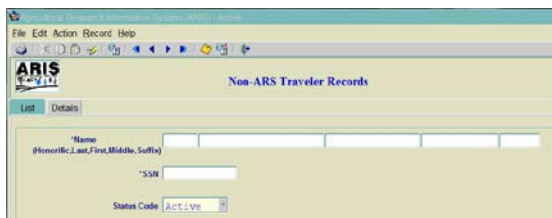
- Reference Table
- Non-ARS Travelers Table (top option in drop down)



Add Traveler Record



Provide Name and SSN



Choose from the Non-ARS traveler list when creating the Work Record. Search for the name you entered.

