

Foreign Travel

Annual Leave/Personal Days – P&P 344.2

Annual Leave/Personal days should not be longer than the official conference or official business. The limit has always been 3 to 5 days maximum. Holidays and Weekends are NOW calculated as leave days. Make sure that per diem is removed from any A/L or personal days. Travel days are not counted as work days.

“Employees...should avoid the appearance that the travel has more of a personal than an official benefit. The guideline is that leave days should not exceed the number of work days when on official travel.”

Annual Leave/Personal Days in:

- FTIS: List personal A/L dates in the Remarks field at the top of the form
- Authorization: Not included in travel dates
- Voucher: List ALL personal and official dates with no \$ claim for personal days
- OPAR: List personal A/L in Part F (Purpose of Visit) after all other information. Trip dates should match official dates and other documents: FTIS, AD-1101, invitation, and acceptance letter. A traveler is on their own after the official dates of travel and should not be traveling on an official passport.
- Airfare & Tickets: Reservations must be made in Concur and match official travel dates only. Once ticket is issued, ticket belongs to the traveler. At this time, traveler may exchange with the AIRLINE, not BCD, to accommodate personal time. Change fees and/or increase in fare is the responsibility of the traveler and must be paid on a personal credit card. These additional charges are not reimbursable. Only official travel expenses will be reimbursed.
- Rental cars: Only government business may be conducted under a rental car contract. If a car is necessary during personal leave or A/L, return the official vehicle and check out a new rental on a personal contract.

Airfare In-Country (Foreign)

Always call BCD first, but sometimes, BCD is unable to book foreign airfare (India). In those cases, the traveler is allowed to book the airfare once in country. This is rare and may complicate obtaining the Country Clearance.

AXON – Home / Inside ARS /AO Hub / FMAD / Travel

<https://axon.ars.usda.gov/FMAD/Travel/Pages/Home.aspx>




Axon will be the go to place for all forms, instructions that are standard processes throughout ARS. Every week new information is being added.

Because the AO and the PSAs do very similar work, just different portions, going into AXON through the AO Hub will be beneficial with other work as well.

Quick LINKS are listed on the far right and documents are shown under blue headings.

Foreign Travel

Forms

-  Foreign Travel Request Form for FTIS Input.pdf
-  OPAR- 2014 (UPDATED 06-2017).pdf
 -  OPAR-Passport Renewal SAMPLE.pdf

Guidance

-  ARIS FTIS - Cancel an Approved Trip.pdf
-  ARIS FTIS Chapter 14 FTIS Guide.pdf
-  ARS Foreign Travel Approval Process - Updated 2017.pptx
-  China Visa Change.pdf
-  Chinese Visa Photo Requirements.pdf
-  Country Clearance and International Cell Phones.pdf
-  DS-11 Process Instructions and Screen Prints.pdf
-  DS-82 Passport Application Instructions Updated 2017-12-13.pdf
-  New Global Travel Alert System.pdf

Tea Times & Power Points

AXON – Home Page

<https://axon.ars.usda.gov/pages/Intranet%20Home.aspx>



Inside ARS - Areas
& Offices

AO Hub / FMAD / Travel / Link on Right

Quick Links

- Agriculture Travel Regulations (ATR)*
 - USDA Department Site*
- Concur*
- Concur Information
- Defense Travel Per Diem Rates*
- Federal Travel Regulations (FTR)*
- FMAD Greenies
- Foreign Per Diem Rates*
- Government Travel Card Regulation*
- GSA Contract City Air Program (CP)*

ARS employees are required to have a travel card.

- Because the CBA account is no longer used for foreign travel, the travel card credit limit may be raised by the Travel Specialist.

Checklist

Use the checklist the location prefers. The checklists do not need to accompany the package uploaded into the Portal (AFMCSP) for Area office approval.

Country Clearance Form (OPAR)

The Country Clearance is issued for every foreign trip whether a visa is required or not. The country clearance notifies the US Embassy in the foreign country that a government employee is in the country and where they are at all times in case of a national emergency. *See OPAR Form

Purpose of Visit – Project Description in OPAR (Part F)

- List Conference Name even if listed above
 - Attend the conference and give lecture, “xxxxx”
- Be specific
 - Meet collaborators at the xxxxUniversityxxx to discuss xxxsciencexxxx
 - Visit field plots in xxxxtownxxxx
- If more than one city/Country, list reason for each destination
 - Brooks: Site visit at Shane Farms
 - Salem: Attend meeting and give lecture, “xxxx” to xxxwhoxxxx
- Personal or A/L dates & location

Embassy Assistance in OPAR (Part G)

- 95% of the time, everything is answered NO
- If US Embassy assistance is required for armored vehicle or lodging, give details
- There may be charges for US Embassy assistance.

Travel Itinerary in OPAR (Part H)

- List each city where lodging
- List each city of overnight en route travel

US Contact Information in OPAR (Part I)

- Travel Arranger, name, address, phone, email

In Country Contact in OPAR (Part J)

- Contact names should be full names
- If more than one city is visited, provide cell phone for all in-country contacts
- List additional contacts as room permits
- If no contact, list the hotel information including phone number, email

Carrier Information in OPAR (Part K)

- List ALL flights, leaving and returning to US and in foreign countries
- List trains, buses, rental cars, or host provided transportation
- If the in-country airfare cannot be booked by BCD (India), give as much information and explain clearly.

Other Embassy Requested Information (Required) (Part M)

- Traveler completed the CTAT (Counter Threat Awareness Training), CTAT is also valid for 6 years, on xx/xx/xxxx.
- Traveler completed the ARS International Engagement and Travel Awareness Training-Required annually, on xx/xx/xxxx.
- Traveler has enrolled in the STEP program on xx/xx/xxxx.
- Traveler Health Insurance Name, Policy Number, 800# for medevac.

Country Clearance Approval is Required for Departure

WARNING: If the package is stamped APPROVED by the AD, but the country clearance is not granted prior to departure, the traveler should not be given their passport or allowed to depart. The Country Clearance (OPAR) is for their safety.

Official Passport Action Request

Upload into Portal Ticket

Do NOT email form

Part A Action Requested (REQUIRED)

Issue Official Passport Renewal of Official Passport eCC only /Re-validation Visa(s) Amendment Cancellation

For new or renewal of official passport without a trip, complete Part A through H.

Name of Traveler (First Name Middle Name Last Name, Suffix)		Date of Birth (mm/dd/yyyy)	Place of Birth (City, State or Country)	
Official Title of Traveler		Grade	Social Security No. (Required)	
Agency Name, Area Name, and Duty station (City and State)			Business Service Center	Region/Area

Business and Personal Email Address (Required)

Personal email

Official Passport Number	Expiration Date
--------------------------	-----------------

Male Female Marital status: Married Single Divorced Separated Widow(er)

Home Address:

City, State Zip Code:

Home Phone Number:

Cell Number: Check if International

If NOT - state NONE behind #

Security Clearance Level:

Date Security Clearance Obtained:

Name:

Relationship:

Address

City, State Zip Code:

Phone Numbers (Home / Cell / Work) and Personal Email Address

Conference: Yes No Conf. Name:

Mission Trip: Yes No Name:

Participation: Presenter Instructor Student Collaboration Other=

Mission funded by other: Yes No Who?

Purpose of Visit /Project Description (include conference name/mission name) ~ **CRITICAL FOR TRAVEL:**

List out EACH country:
France: xxxxx
Belgium: xxxxx
Annual Leave: dates & location

Early Ticketing

Normally contract airfare is ticketed 3 days prior to departure. However, in some locations contract fares are not available and often other discounted government fares and even non-refundable fares are available at a great cost savings. With the cost savings, comes an obligation to ticket the airfare very early and voucher the expense within 30 days.

Early ticketing - Pre-Trip Voucher

Another type of interim voucher, Pre-Trip, is an option used with caution because of the extra work associated with reconciling FMMI and potential for rejects. NOTE: In the final voucher, the airfare needs to be removed and the Travel Specialist will need to zero out the TMC fee.

Early Ticketing - Two Authorizations

This method is another way to avoid the reconciliation difficulties in FMMI. Rather than create a Pre-Trip voucher, when booking and ticketing airfare months ahead of departure, two authorizations is an option.

NOTE: Airfare charged to a travel card, should be paid within 30 days to avoid the travel card going past due. The second authorization should list the first TA# in the Trip Name so they can be associated.

Also, make the Trip Name match the first authorization. Upload all approvals to BOTH authorizations.

Early Ticketing - Two Authorizations – New FY

This option is primarily used at the end of a Fiscal Year when airfare has to be ticketed before 10/1 but departure and expenses fall into the new Fiscal Year.

NOTE: The second authorization should list the first TA# so they can be associated. Also, make the Trip Name match the first authorization. Upload all approvals to BOTH authorizations.

Foreign Currency Exchange

Because the currency rate changes every day, the best receipt for a foreign expense is a credit card statement or the specific receipt. The traveler is responsible for providing receipts for expenses and the correct exchange rate. There are online currency conversion sites, but the **credit card bill is still the best receipt backup.**

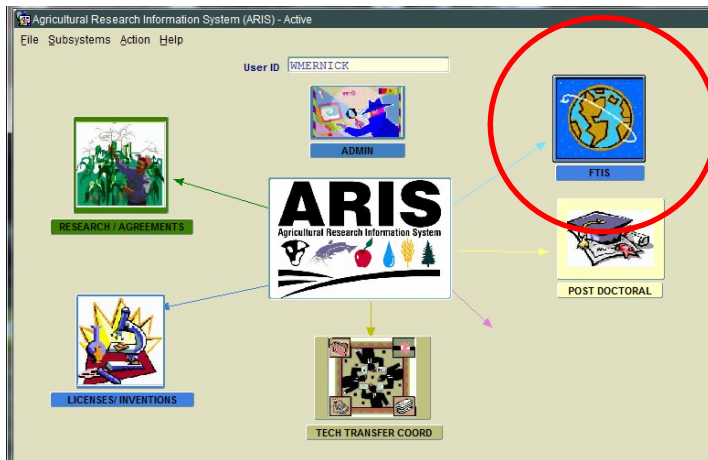
Frequent Flyer Miles

Accumulated Frequent Flyer Miles or Lodging Loyalty Points belong to the traveler. The traveler does not need approval to use Frequent Flyer Miles to upgrade a seat from coach to business class at check-in at the airport. First class seats are NEVER an option because we must obtain prior approval by the Department. The employee may keep rewards associated with giving up a seat en route, IF it does not delay official business and is at no additional cost to the government.

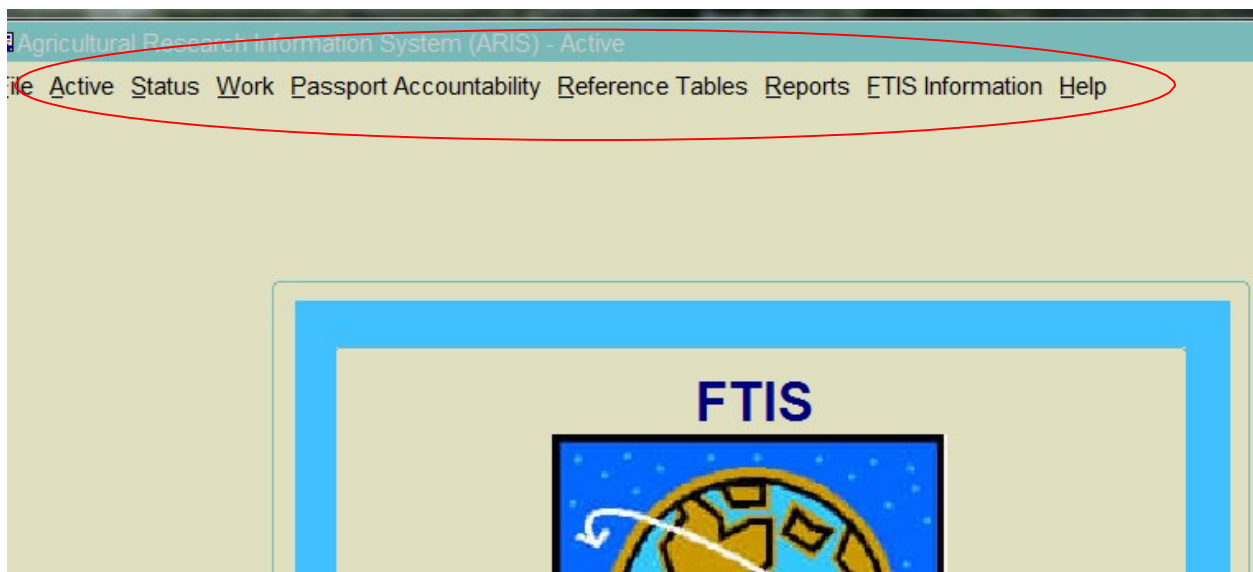
FTIS

FTIS - Chapter 14 is located on AXON

Website Overview



ARIS/FTIS Chapter 14 has more detail.



Active

Foreign Travel Records – Open and search to amend an approved document. Make a work record of the approved document.

Status

Foreign Travel Records – Find out where a document is in the approval process.

Work

Foreign Travel Records & Trip Report creation. View here if at your approval level only.

Passport Accountability - ARS

- All passports need to have 6 months validity **AFTER** return from travel.
- Passport renewals require **6 weeks** not counting the visa/eCC time frame.
- Arranger should proof passport info on all forms by referring to FTIS
- Accountability Officer
 - Search twice yearly to find passports that need to be renewed or canceled.
 - Enter date 9 months from today's date
 - Expiration Date: <9/1/14
 - Renew before 6 months expire date
 - Cancel passports in the Portal (AFMCSP) via Travel Specialist if an employee resigns, retirees. Employees may request their canceled passport be returned as a souvenir
 - Passport leaves or enters the office safe
 - Input a short statement when a passport is being removed from the safe or is being received into the safe.
 - When issued to traveler, put expected return date in field
 - Accountability Note Examples:
 - 9/10/14 UPS to NCR for Japan visa 10/30/13.
 - 10/15/14 received from NCR Japan 10/30/13 visa.
 - 1/21/15 handed to traveler for Canada 1/24/14
 - fill in expected date traveler will return passport to AO office which should be 5 days after end of the trip

ATIS Information – VISA FORM LINK - Foreign Ag Service (FAS) Visa

Website Follow the LINK and scroll down to Visa Application Forms and click the LINK

- This will be the most current form.
- If it is not a fillable version, check with Travel Specialist and compare the two forms.

USDA - Foreign Agricultural Service website for Country Information

https://apps.fas.usda.gov/visa_requirements/index.asp

USDA - Foreign Agricultural Service website for Visa Applications

<https://www.fas.usda.gov/international-travel/obtain-visa/visa-application-forms>

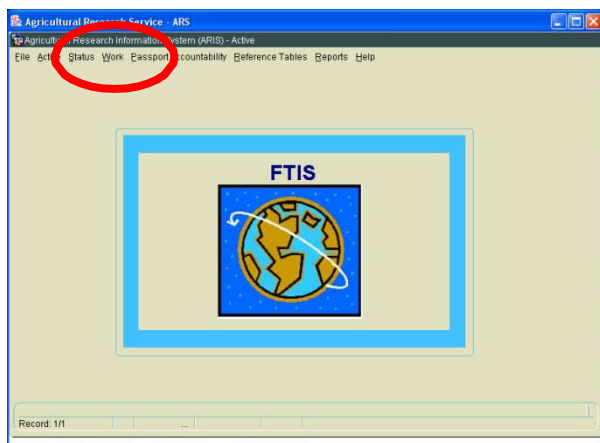
FTIS - Work Record Entry

FTIS - Chapter 14 is located on AXON

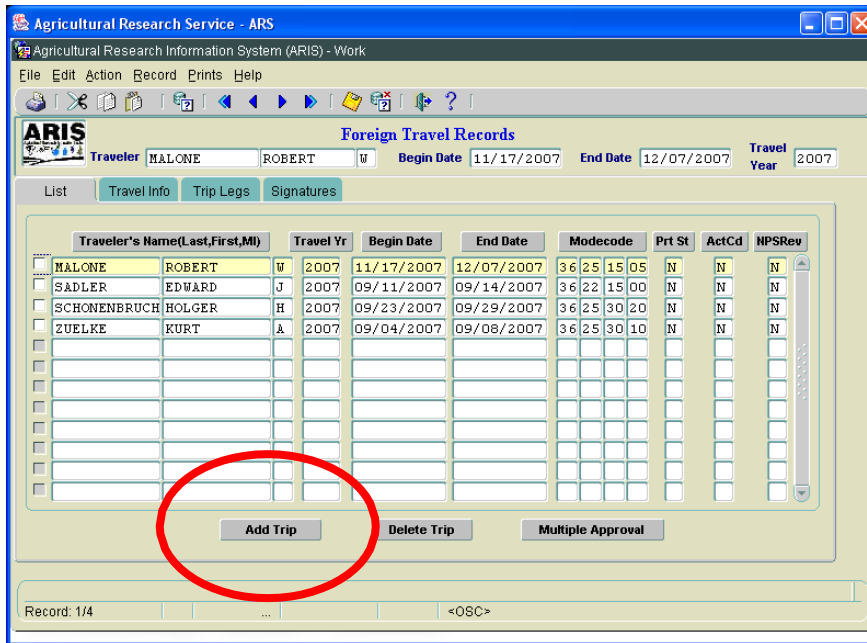
1. Click on FTIS box



2. Click on Work record



Click on Add a trip

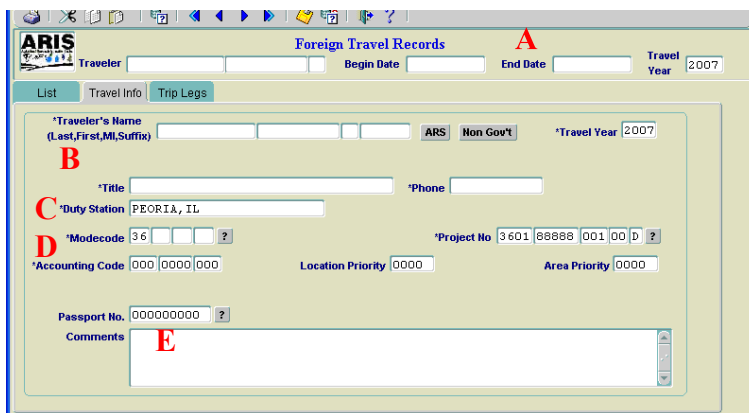


3. Start filling out the tabs.

Travel Info Tab

- Begin dates
- Traveler Name
- Title, phone
- Mode code, project number (CRIS) and accounting used
- 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.



Trip Legs Tab

Leg Code	Begin Date	End Date	Country	Primary	OSEC Data
A	06/26/2013	06/28/2013	CANADA	Y	

Add Leg

Create ONE trip leg per country in which official business is conducted. Do not create a leg for transit. If there are TWO Sponsors for one country or they are attending TWO meetings in the country, then TWO trip legs for the one country will need to be created.

When the Leg is added, fill out the Details of each Leg.

Details of Leg

Leg Code Travel Year *Primary Purpose *City

*Country

*Begin Date *End Date Duration days

Purpose

*Purpose

*Fund Source

*Purpose Narrative

Est. Agy Cost

International Meeting

Intl Meeting No

Title

Begin Date End Date

Contrib Organ

Organization Type

Funds Contributed Est. Leg Cost Action

Save Cancel

International meeting – attendees from 3 or more countries.

Contributed Travel Section

LEG – Dates

Enter the dates for this portion of travel. Do not overlap dates on two legs

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

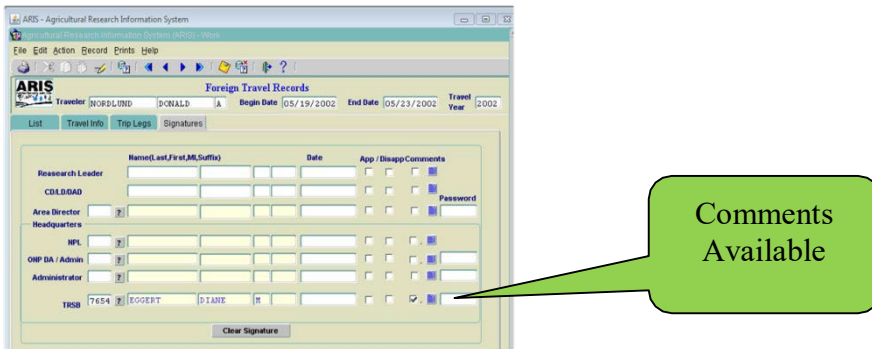
- 1 – Present paper at international meeting
- 2 – Attend international meeting without presenting paper
- 3 – Training
- 4 – Support ARS research program
- 5 – Travel of foreign based personnel to support ARS programs
- 6 – Support other USDA agency
- 7 – Support other federal agency
- 8 – Requested 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.

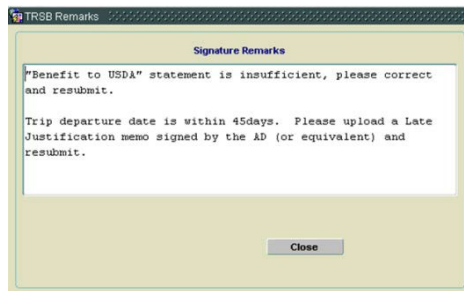
AMENDMENT:
If the Work Record is approved, open the document in Active and create a Work Record for the document.

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.

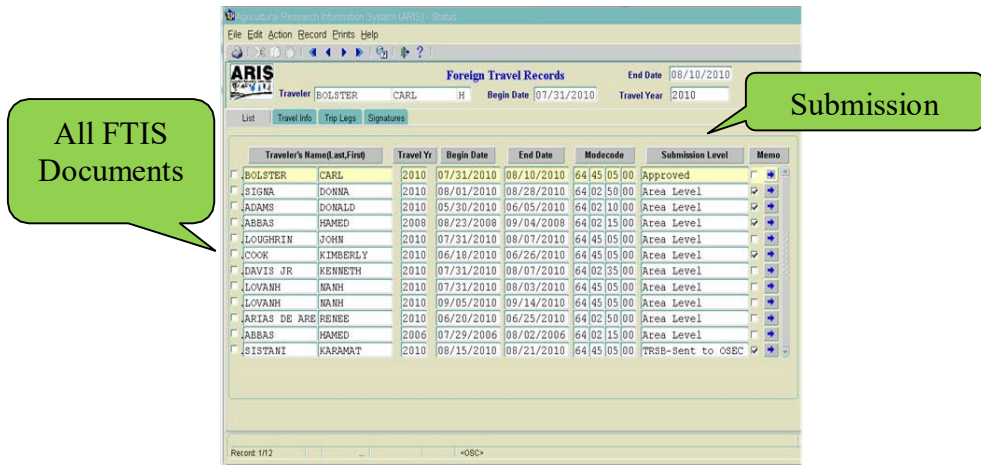
In the ACTIVE Menu:

- 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

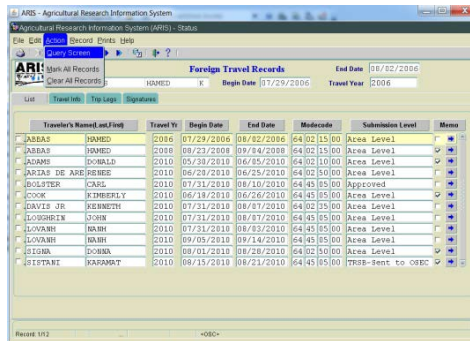
FTIS – Locate Status of Record

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”.



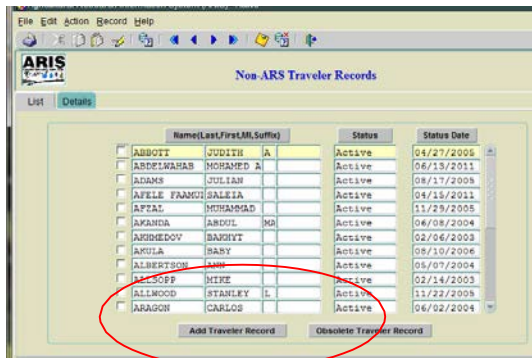
You can query for an individual traveler, or for a period of time. If searching for a travel period enter into the “Begin Date” field the date of travel you are looking for (ex. 6/1/14:12/31/14) and enter.

Enter a NON-Government - Foreign Traveler FTIS Record

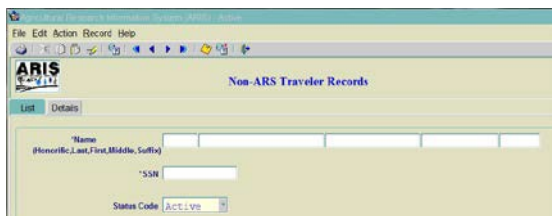
- Reference Table
- Non-ARS Travelers Table (top option in drop down)



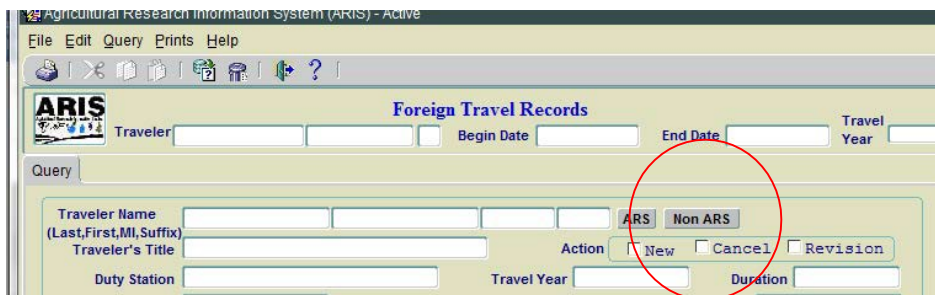
Add Traveler Record



Provide Name and SSN



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



Immunizations

The traveler is responsible for checking for and obtaining necessary immunizations. Check with the Center for Disease and Control at <http://www.cdc.gov/travel/index.htm> and choose the Destinations Link. The expense is reimbursable on SF-1164. The expense is also reimbursable in Concur, under the Miscellaneous Expense, and free in Federal facilities. The FTR states inoculations are reimbursable.

Itinerary Changes

If the itinerary changes after the document was stamped FG TRVL COORD APPD, provide the latest (final) Country Clearance Form (OPAR) to the TS in the AFMCSP as soon as possible. Changes to the itinerary after the trip has been submitted to NCR Headquarters, could cause a delay in clearance and visas. The traveler is not to be given the passport to depart until the eCC is approved.

Non-refundable / Discount Tickets on Foreign Travel

Not all discount tickets are non-refundable. If the traveler wishes to purchase non-refundable fares, you must be VERY CAREFUL with the flights you choose. The area approval process could take more time than you expect. Non-refundable fares are approved at the Fund Holder's level (RL) because it is a budget risk.

- The form signed by the traveler and the RL does not need to be included with the package submitted to the AD or uploaded to the AFMCSP. However, it should be uploaded into the Concur authorization.

Many foreign airlines require immediate ticketing. Read FARE RULES under each flight before booking them or ask the BCD representative to read the FARE RULES to you.

Suggested steps to follow:

- Provide an educated estimate of the airfare costs.

NOTE: Provide the TS the REVISED/FINAL country clearance itinerary if the flight times or numbers change.

Research, Education and Economics

**Acknowledgement of Responsibilities for the
Purchase of **Non-refundable** Common Carrier Transportation**

_____ is requesting purchase of non-refundable ticket for travel from _____
(origin)

to _____, on _____.
(destination) (dates of travel)

Government Contract Airfare: _____.

Restricted Airfare: _____.

We have read and understand the following:

- Government contract fares, where available, are to be used unless an exemption applies.
- The ticket requested is non-refundable/restricted and that there may be service charges and additional costs that must be paid if changes are made after the tickets are issued. The traveler and authorizing official/fund holder recognize the potential financial risk to the agency should the agency cancel the above listed travel after the purchase of a non-refundable ticket.
 - o If changes to travel are ordered by the agency, any additional costs are paid from the authorizing official/fund holder's budget.
 - o The traveler is responsible for any costs that result from cancellation or changes to the ticket that are not related to official travel or that are made for personal convenience. The traveler is responsible for any costs associated with this ticket if this form is not signed by the fund holder/authorizing official.
- Non-refundable tickets must be used in accordance with REE Policy.
- Non-refundable fares require immediate ticketing, upon request to the travel agent.
- Non-refundable tickets, upon issuance, are charged immediately to the travel charge card account used for payment.
 - o If this ticket is charged to the traveler's individually-billed travel charge card account, the traveler recognizes the responsibility to pay the ticket cost when the travel charge card bill is due, and realizes that this bill may be due prior to the end of travel or before reimbursement of the cost of the ticket.
 - o If this ticket is charged to the agency GVTS account, the authorizing official/fund holder recognizes that the cost of the ticket may be obligated and paid from their organization's fund balance and realizes that this obligation and payment may occur prior to or before the end of travel. (Fares may only be charged to the GVTS account for foreign travel or if the traveler does not have an individually billed Government travel charge card.
- The traveler recognizes the responsibility to understand the fare restrictions and rebooking rules for the ticket being requested. Some airlines require cancellation, rebooking and reissue of tickets PRIOR to the departure of the original outbound flight and/or continuing flights. Failure to do so may result in the entire ticket value being lost.

I have considered the government contract airfare for this travel and request a nonrefundable/restricted fare because _____. I understand the above responsibilities and authorize my travel office to purchase non-refundable common carrier ticket for the travel listed.

Employee (Traveler) Signature

Date

I authorize the use of non-refundable/restricted fare for the travel and traveler listed above. I understand the agency responsibilities for the use of this ticket and the risk to the government if the travel is canceled or changed.

Authorizing Official/Fund holder Signature

Date

This signed document should be part of the upload approvals in the authorization. Approved by the fund holder at the location. It does not need to be uploaded to the AFMCS Portal for AD approval.

Passport – Property of USDA

Official passports are the property of the USDA. The traveler cannot be handed their passport until both the visa and the country clearance has been given for that particular trip. The country clearance is given by the US Embassy in the destination country and ensures the traveler's safety. The traveler is expected to return the passport to the tracking official within 5 days of return from their trip.

Passport – New and Short Term Employees

Recently hired travelers will be asked to submit an SF-50 Form with the normal passport package in the AFMCSP to show that their employment is for more than 1 year.

If a short-term employee has a Not to Exceed Date (NTE) of less than a year on their SF-50 Form, they MAY NOT be issued an official passport. Government employees cannot travel on a personal passport when conducting official government business. Please contact your Travel Specialist.

Passport – NON – US Citizen

They will not be issued a federal government passport, and will need to travel using their personal passport with only a country clearance issued.

Passport – RUSH Request – Less than 6 weeks

An itinerary from either Concur (CGEGov) or the sponsor will need to be submitted through the Travel portal ticket with the passport package. There is an additional \$20 charge for rush processing.

Passport - Tracking (See FTIS section of this document)

Official passports are maintained at the location, and tracked in the FTIS Passport Accountability record. The holding official makes note in the program when received at their location, when handed to the traveler, or sent to NCR, and when it is expected to be returned by the traveler.

Passport - DS-82 Renew a Passport - Online Application – Allow 6 - 8 weeks

If the Traveler submits either an official or personal passport for identification, use the DS-82 Form:

- TYPE the form, reading all instructions carefully.
- All dates, name on passport, numbers must match the DS-82
- Ship to address is the Washington DC address.
- No cross outs or white out sections are allowed on the form,
- Print the DS-82 on two (2) pages, NOT front and back.
- Sign and date the DS-82 (blue ink is preferred) AFTER the Travel Specialist review.

New Employee:

- Provide an SF-50 showing permanent employment.

Portal:

- Provide Scan of i.d. passport, DS-82, Return UPS label if used, 2 passport photos, and OPAR

OPAR:

- Complete Sections A, B, C, D, E, F, (Purpose of Visit, 2 sentences), H, I for specific future trips

Per Diem – Foreign – State Department (DoS)

Per Diem - Estimate

When an estimate is needed you can locate the per diem rates several ways.

Per Diem Page

PER DIEM RATES

Per Diem Rates

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP codes), or by clicking on the map, or visit the new Per Diem tool to calculate trip allowances.

Search by City, State or ZIP
For Fiscal Year: **2013 (Current Year)**

Select a State:

City (optional):

ZIP:

Search by State
For Fiscal Year: **2013 (Current Year)**

The Department also provides Per Diem Rates for Foreign States. Visit the link on the right.

AXON – Home Page
<https://axon.ars.usda.gov/pages/Intranet%20Home.aspx>

Inside ARS - Areas & Offices

AO Hub / FMAD / Travel / Link on Right

Quick Links

- **Agriculture Travel Regulations (ATR)***
 - **USDA Department Site***
- **Concur***
- **Concur Information**
- **Defense Travel Per Diem Rates***
- **Federal Travel Regulations (FTR)***
- **FMAD Greenies**
- **Foreign Per Diem Rates***
- **Government Travel Card Regulation***

Inside ARS – Areas & Offices / AO HUB / FMAD / Travel / Link on Right

https://aoprals.state.gov/web920/per_diem.asp

U.S. DEPARTMENT OF STATE
DIPLOMACY IN ACTION

Home > Under Secretary for Management > Bureau of Administration > Office of Allowances

Per Diem Rates
Excel Versions of Per Diem
Foreign Per Diem Rates

Office of Allowances

Allowance Rates
Allowances By Location
Allowances By Type
Biweekly Allowance Updates
Custom Search
Footnotes to Section 620

Standardized Regulations (DSSR)
Archives (DSSR)
Table of Contents (DSSR)

General Information
Advance of Pay
Consumables
Danger Pay
Education
Evacuation
Extraordinary Quarters Allowance (EQA)
Foreign Transfer Allowance (FTA)
Frequently Asked Questions
Home Service Transfer Allowance (HSTA)
Living Quarters Allowance

Foreign Per Diem Rates by Location

You may use the dropdown box below to select a country. Entering the first letter of the country name will jump to that portion of the listing. Clicking "Go" will display Per Diem data for all locations within the country selected.

Country:

You may use the input field below to enter all or part of a post name. The percent sign "%" serves as a wildcard character. Clicking "Go" will display a list of posts matching the name entered with links to the Per Diem data.

Post:

Per Diem – Concur Other

The General Tab in Concur automatically pulls in the per diem. However, when the city is not listed in the drop down, you must use OTHER which requires the 3 country abbreviation.

Example: [OTHER], ABW

You can find the full chart in the Foreign Travel Section of AXON.

CONCUR QUICK GUIDE TO FOREIGN COUNTRY CODES

2-letter and 3-letter Country Codes & Dialing Codes for Foreign Countries

Complete List of Country & Dialing Codes

The 2-letter codes shown below are supplied by the ISO (*International Organization for Standardization*). It bases its list of country names and abbreviations on the list of names published by the United Nations. The UN also uses 3-letter codes, and numerical codes to identify nations, and those are shown below.

International Dialing Codes for making overseas phone calls are also listed below.

Note: ConcurGov uses the 3-letter code for foreign locations.

Foreign Per Diem Rates: https://aoprals.state.gov/content.asp?content_id=184&menu_id=78

If the city is not listed in the foreign per diem rates you must enter it as [OTHER], plus 3-letter code

Example: [OTHER], THA (or whatever country you need)

COUNTRY	A2 (ISO)	A3 (UN)	NUM (UN)	DIALING CODE
Afghanistan	AF	AFG	4	93
Albania	AL	ALB	8	355
Algeria	DZ	DZA	12	213
American Samoa	AS	ASM	16	1-684
Andorra	AD	AND	20	376
Angola	AO	AGO	24	244
Anguilla	AI	AIA	660	1-264
Antarctica	AQ	ATA	10	672
Antigua and Barbuda	AG	ATG	28	1-268
Argentina	AR	ARG	32	54
Armenia	AM	ARM	51	374
Aruba	AW	ABW	533	297
Australia	AU	AUS	36	61
Austria	AT	AUT	40	43
Azerbaijan	AZ	AZE	31	994
Bahamas	BS	BHS	44	1-242

Per Diem - Monthly Changes

Foreign per diem is being continuously estimated by DoS and could change EVERY month. If a trip is booked several months ahead of time, it is recommended that the PSA check per diem rates before the traveler departs. If the rate goes down after the authorization was created, they will only be reimbursed for the rate allowed during travel dates.

Per Diem - Long Term Rates

A long term assignment allows for negotiated, reduced per diem. If the expenses are known beforehand, the first 30 days TDY could be negotiated as well.

Per Diem - Rates

- The foreign per diem is established as a single occupancy. When family is traveling, verify single occupancy rate vs. multiple occupancy rate.
- Foreign Lodging includes the taxes. There is no separate reimbursement.
- Foreign Incidentals includes laundry and dry cleaning. There is no separate reimbursement

§301-11.27 Are taxes included in the lodging portion of the Government per diem rate?

No. Lodging taxes paid by you are reimbursable as a miscellaneous travel expense limited to the taxes on reimbursable lodging costs. For example, if your agency authorizes you a maximum lodging rate of \$50 per night, and you elect to stay at a hotel that costs \$100 per night, you can only claim the amount of taxes on \$50, which is the maximum authorized lodging amount. This section is effective January 1, 1999, for CONUS locations and effective January 1, 2000, for non-foreign areas. For foreign areas, lodging taxes have not been removed from foreign per diem rates established by the Department of State. Separate claims for lodging taxes incurred in foreign areas are not allowed.

NOTE: The M&IE portion is intended to substantially cover the cost of meals and incidental travel expenses such as laundry and dry cleaning.

§301-11.31 Are laundry, cleaning and pressing of clothing expenses reimbursable?

Yes. The expenses incurred for laundry, cleaning and pressing of clothing at a TDY location is reimbursable as a miscellaneous travel expense. However, traveler must incur a minimum of 4 consecutive nights lodging on official travel to qualify for this reimbursement. Separate claims for laundry and dry cleaning expenses incurred in foreign areas are not allowed.

Rest Day for 14 hours of travel

If travel takes 14 hours or longer, the traveler is entitled to at least 10 hours of rest before they start conducting business. They are NOT entitled to 24 hours. If they are not able to have at least 10 hours of rest, the traveler may request permission to purchase Business Class tickets by memo to the Director of AFM through the TS and AD.

The OCFO has determined that we (ARS) will not provide Business Class unless there is less than 10 hours between touchdown of the aircraft and the time the employee is to report for duty at the TDY location. So, if the airplane arrives at 9:59 PM (local time at the TDY location) and the employee is to report for work at 8 AM the next morning, no business class request will be considered because there is more than 10 hours between touchdown and report for duty time.

And remember, this regulation allows the request, it does not guarantee the approval. We do not need approval for the use of personal FF miles to upgrade to Business Class.

§301-11.20 May my agency authorize a rest period for me while I am traveling?

(a) Your agency may authorize a rest period not in excess of 24 hours at either an intermediate point or at your destination if:

- (1) Either your origin or destination point is OCONUS;
- (2) Your scheduled flight time, including stopovers, exceeds 14 hours;

- (3) Travel is by a direct or usually traveled route; and
 - (4) Travel is by coach-class service.
- (b) When a rest stop is authorized the applicable per diem rate is the rate for the rest stop location.

STEP Program

<https://step.state.gov/step/>

- The State Department requests that all foreign travel be registered in the Smart Traveler Enrollment Program (STEP), and enrollment is required in order to receive a country clearance for the UK, Germany, Spain, Austria and Denmark, etc. please check the FTIS Country Requirement in ARIS/FTIS.
- Essentially, the STEP Program is a way for the US Embassy to get in touch with the traveler with important safety and security information or lend support to the traveler should a crisis arise. For additional information, check out the FAQ page on the STEP website:
<https://step.state.gov/STEP/Pages/Common/FAQ.aspx>
- Travelers enroll directly at :<https://step.state.gov/step/> “

Taiwan

Taiwan does not recognize the US official passports and anyone traveling there MUST use their personal passport. However, a country clearance is still required.

Visa – NON-US Citizen

- Non-US Citizens MUST travel with their personal passport. However, we will still obtain the eCC.

Visa – Personal Travel

- If a Federal Employee is on personal time at any time during the official trip, they will need their personal passport, and obtain a personal visa.

Visa – Assistance for Personal Travel

<http://cibtvisas.com/> is a location where a Federal employee may obtain help applying for a personal visa.