

**FOREIGN TRAVEL CHECKLIST**

Traveler's Name \_\_\_\_\_  
 Country \_\_\_\_\_  
 Dates of Travel \_\_\_\_\_  
 Sponsored Travel YES \_\_\_\_\_ NO \_\_\_\_\_

**Due 90 Days (calendar days) prior to departure**

**Passport Renewal w/trip add 150 Days prior to departure**

- **Passport** – Expiration Date (**must have 6-month validity from return trip date**) Expiration Date \_\_\_\_\_
- **ARIS/ATIS Foreign Travel Record** – Date Approved \_\_\_\_\_
- **Country to be visited requires a Visa** \_\_\_\_\_ **Portal Ticket #** \_\_\_\_\_ **eCC** \_\_\_\_\_ **Portal Ticket #** \_\_\_\_\_
  - To check Visa Requirements please go to [https://apps.fas.usda.gov/visa\\_requirements/index.asp](https://apps.fas.usda.gov/visa_requirements/index.asp) and select country to be visited.
  - If Visa is required and Visa application is not submitted online, you can find the current “paper” Visa applications at <https://www.fas.usda.gov/international-travel/obtain-visa/visa-application-forms>
  - **All official government international travel requires Country Clearance (eCC).**

Portal Ticket _____	Portal Ticket _____	Portal Ticket _____	Portal Ticket _____
<b>Passport renewal</b> <i>(if traveler has existing official passport)</i>	<b>New Passport, with personal passport</b> <i>if traveler has a personal passport that has been issued within the past 15 years</i>	<b>Visa Request</b>	<b>Country Clearance</b>
State Department Form DS-82, once FMAD approval to submit, have traveler sign/date application	State Department Form DS-82, once FMAD approval to submit, have traveler sign/date application	OPAR	OPAR
OPAR	OPAR	ATIS Foreign Travel Record APPROVED (ARIS)	ATIS Foreign Travel Record APPROVED (ARIS)
Color PDF of Bio page of Passport	Color PDF of Bio page of Personal Passport	Color PDF of Bio page of Passport	Counter Threat Awareness training (CTAT) certificate (taken within 5 years)
Two color passport size photos white background (copy uploaded to ticket)	Two color passport size photos white background (copy uploaded to ticket)	Required Visa Documents * Visa Application Visa Photos	ARS International Engagement and Travel Awareness Training certificate - Current Year
Copy of Shipping label from Location to HQ	Copy of Shipping label from Location to HQ	Copy of Shipping label from Location to HQ	Smart Traveler Enrollment Program Confirmation <a href="https://step.state.gov/">https://step.state.gov/</a>
Copy of Shipping label from HQ to Location	Copy of Shipping label from HQ to Location	Copy of Shipping label from HQ to Location	Color PDF of Bio page of Passport (depends on country)
ATIS Foreign Travel Record APPROVED (ARIS)	ATIS Foreign Travel Record APPROVED (ARIS)		Foreign Affairs Counter Threat Training (FACT) certificate - Required for 90 or more cumulative days of traveling a year <a href="https://www.fletc.gov/foreign-affairs-counter-threat">https://www.fletc.gov/foreign-affairs-counter-threat</a>
Copy of Concur flight itinerary due to passport processing time increases, especially important if a Visa is required.	Copy of Concur flight itinerary due to passport processing time increases, especially important if a Visa is required.		

- **Outside Funds – CREATE SEPARATE PORTAL TICKET**
  - Letter of Invitation,
  - AD1101, Approval and Report of Travel Funds Received from Non-Federal Sources,
  - Letter of Acceptance, USDA MWA Letterhead, word document
  - If traveler (SES, STS, SSTS) MUST include meeting itinerary,
    - Allow 15 days for SES Ethic’s approval.
- **OPAR** - Official Passport Action Request
  - **MUST include ALL transportation in foreign country – air, train, bus, taxi, etc.**
- **CTAT – Counter Threat Awareness Training**, this replaces the HTSOS, if the HTSOS is valid 5 years, no need to take this CTAT course. **CTAT is also valid for 6 years.** (AgLearn) Date \_\_\_\_\_
- **STEP** – Register trip in Smart Traveler Enrollment Program (STEP), STEP allows State Department to push safety and security info to travelers. <https://step.state.gov/> Date \_\_\_\_\_
- **ARS INTERNATIONAL ENGAGEMENT AND TRAVEL AWARENESS TRAINING-Required annually.** (AgLearn) Date \_\_\_\_\_
- **FACT – Foreign Affairs Counter Threat Training Certificate**, **required for 90 or more cumulative days** of traveling a year. <https://sis.fsi.state.gov/MySISWeb/s/how-to-apply> Date \_\_\_\_\_