

NPARL TRAVEL REQUEST WORKSHEET

This form is used to assist with travel arrangements for official duties at least 35 miles from duty location, lasting at least 12 hours, and incurs per diem, hotel, and/or transportation expenses. Submit this form 2-4 weeks in advance for domestic travel (with air) and 2½-3 months in advance for foreign or sponsored travel. Submit to front desk personnel.

Authorization #		SF182 Training #		Accounting Code	ASRU-PMRU-ADMIN-OTHER
-----------------	--	------------------	--	-----------------	-----------------------

Traveler's Name:		Is the traveler an ARS employee?	
------------------	--	----------------------------------	--

Departure Date:		Return Date:	
-----------------	--	--------------	--

Destination City/State or City/Country:	
---	--

• *Foreign Trips: Complete a Foreign Travel Request FTIS for Office of Secretary (see page 2)*

Purpose, Training, Meeting, or Conference Title:	
--	--

• *Attach presentation abstract / forward to your RL* • *Attach conference or training registration*

Are you receiving contributed funds?		Sponsor's Name:	
--------------------------------------	--	-----------------	--

• *Submit AD-1101 and Invitation to Travel Arranger (see page 2)*

Where are you leaving from?	NPARL:		Home:		Other Address:	
-----------------------------	--------	--	-------	--	----------------	--

Transportation type needed (*mark with X for each one needed*):

	GOV:		POV:		Airline:		Train:	
--	------	--	------	--	----------	--	--------	--

Do you need a rental car? (Submit justification)	Yes:		No:	
--	------	--	-----	--

Have you made your own hotel reservations?	Yes:		No:	
--	------	--	-----	--

• *If so, email hotel confirmation to travel arranger with a justification for not using Concur*

Contact Name and Phone Number (<i>hotel or cell phone</i>):	
---	--

Are you taking any personal days?		Is family traveling with you?	
-----------------------------------	--	-------------------------------	--

What dates are you not on official duty?	
--	--

Government contracted fares will be purchased where available. Non-refundable tickets may be purchased in lieu of contracted fares. They generally purchase immediately upon approval, changes generally require fees and may cost additional airfare. Changes for personal reasons are the responsibility of the traveler.

Additional Information (preferred arrival or departure city and/or time, seating preference):

Supervisor Signature (acknowledges travel for employee):	Date:

TRAVELER'S CHECKLIST

DOMESTIC TRAVEL CHECKLIST

Register your intent to attend a conference or training in ATIS with FMAD

Complete Travel Request (Provide Conference Name, Date of Meeting, Sponsor, outside funds \$\$ amt, Conference website) and forward to supervisor for signature, then submit to travel arranger

Include presentation abstract for RL review (decides on ARIS entry requirement)

Complete SF-182 for training outside of AgLearn

Travel Authorization

Update your travel profile as necessary

Check IBA (Individually Billed Account) for travel credit card for expiration date

Update profile with travel preferences and rewards account

Attach other information to Travel Request: Meeting Registration and Agenda (if available)

Accounting Code (can use more than one)

For hotel not reserved through Concur: provide reason and the name of hotel, address, phone number, confirmation #, and check in/check out dates.

This is a violation of the FTR, so a reason must be provided along with other information.

Receive approval for annual leave/personal time from your supervisor (verbal, email, or via WebTA)

FOREIGN/CONTRIBUTED TRAVEL CHECKLIST

Register your intent to attend a conference or training in the Doodle Poll/AXON

Complete AD-1101 Conflict of Interest - required before accepting non-federal funds

Submit invitation letter with AD-1101

Complete Travel Request - give to travel arranger

Foreign Travel Request for Office of Secretary—required for each country if traveling to multiple countries

Enter Conference Name, Date of Meeting, Sponsor, outside funds \$\$ amt, Conference website

Enter OSEC Role*Purpose* and Benefit to USDA

Supervisor approval for personal time

Dates of personal time and family members traveling with you

Visa Application (if required by FTIS Country Visa Reference Table)—see travel arranger

Type in ALL Caps, print simplex

Photo, with traveler's name **PRINTED** on back, plus date photo was taken

Money Order, if required

Other Required Info

Include whether **cell phone works internationally** or does not work internationally, if not add personal email address in Travel Request or Foreign Travel Request

Travel itinerary must include all transportation in foreign country – GOV, air, train, bus, etc.

HTSOS – High Threat Security Overseas Seminar, Completion Certificate uploaded to Portal.

STEP – Register trip in Smart Traveler Enrollment Program (STEP), STEP allows State Department to push safety and security info to travelers.

Health Insurance Info (if required) in Part H

Passport Application (RENEWAL ONLY)

MUST BE COMPLETED ONLINE - <https://travel.state.gov/content/passports/en/passports/forms.html>

Type in ALL Caps, print simplex

After application is approved, traveler signs application with original "ink" signature and current date

Signature dates over or nearing 10 days old WILL NOT be accepted

1st time issuance of government passport MUST include SF50, for employment verification

Photos, with traveler's name PRINTED on back, plus date photo was taken