

**U.S. DEPARTMENT OF ENERGY  
REQUEST FOR APPROVAL OF FOREIGN TRAVEL**

This form is provided as a convenience for the collection of Foreign Travel Request data. The form is intended for use as an offline resource to collect data necessary to support the Foreign Travel Management System (FTMS). Completion of the form is not considered sufficient in itself for satisfying DOE Order 551.1A, the data must still be entered into the FTMS for Department of Energy (DOE) tracking and monitoring.

**This form may be completed on your computer. Press TAB to jump from one field to the next.**

Section I – Traveler Information (to be completed by Traveler)			
1. Program Office		1a. If Program Office is within NNSA, provide a PNTR number	
2. Last Name	First Name	Middle Name or NMN	
3. Do you have an SSN? <input type="checkbox"/> Yes <input type="checkbox"/> No		Last 4 digits of SSN (ex.xxx-xx-6789) ▶	
4. Passport Type		Passport Number	Expiration Date (mm/dd/yyyy)
1	<input type="checkbox"/> Regular <input type="checkbox"/> Official <input type="checkbox"/> Diplomatic		
2	<input type="checkbox"/> Regular <input type="checkbox"/> Official <input type="checkbox"/> Diplomatic		
3	<input type="checkbox"/> Regular <input type="checkbox"/> Official <input type="checkbox"/> Diplomatic		
5. Visa 1 (Additional Visa's can be added at the end of this form.)			
Country		Duration	
Visa Number		Other Duration	
Visa Pages Checked <input type="checkbox"/> Yes <input type="checkbox"/> No		Expected Return Date	
Expiration Date		Issue Date	
Comment (600 character max)			
6. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		7. Birth Place Country:	
8. Citizenship (1) (2)		9. Permanent Resident Green Card Holder? <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. DOE Facility/Organization Non-editable field that defaults to the site to which you are logged in. If the traveler does not work for DOE, provide further details about their employer in the Employee Type field.		14. Employee Type: <input type="checkbox"/> DOE Federal Employee <input type="checkbox"/> Other Federal Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Foreign National <input type="checkbox"/> University <input type="checkbox"/> Invitational Traveler	
11. Local Organization/Department		If non-DOE specify the name of the employer:	
12. Local Facility:			
13. Local ID:			
15. Employment Address Street Address			
City		State	ZIP Code Country
16. Contact Information			
Phone Type		Phone Number (domestic example: 703-555-5555)	
1	<input type="checkbox"/> Work Phone <input type="checkbox"/> Work Fax <input type="checkbox"/> Home Phone <input type="checkbox"/> Domestic Cell <input type="checkbox"/> International Cell		
2	<input type="checkbox"/> Work Phone <input type="checkbox"/> Work Fax <input type="checkbox"/> Home Phone <input type="checkbox"/> Domestic Cell <input type="checkbox"/> International Cell		
3	<input type="checkbox"/> Work Phone <input type="checkbox"/> Work Fax <input type="checkbox"/> Home Phone <input type="checkbox"/> Domestic Cell <input type="checkbox"/> International Cell		

4	<input type="checkbox"/> Work Phone <input type="checkbox"/> Work Fax <input type="checkbox"/> Home Phone <input type="checkbox"/> Domestic Cell <input type="checkbox"/> International Cell	
5	<input type="checkbox"/> Work Phone <input type="checkbox"/> Work Fax <input type="checkbox"/> Home Phone <input type="checkbox"/> Domestic Cell <input type="checkbox"/> International Cell	
<b>e-mail Address:</b>		<b>Use For Password Reset</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
17. Position/Title		
18. Indicate whether you have a security clearance. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate highest level received: <input type="checkbox"/> Top Secret <input type="checkbox"/> Secret <input type="checkbox"/> Q <input type="checkbox"/> L <input type="checkbox"/> Other		
19. Notes to other OPOCs. <i>(enter personal contact (s) -- name and phone number)</i> Mandatory: enter family and/or personal contact here:		