INSTRUCTIONS FOR COMPLETING THE ONLINE DOI INTERNATIONAL TRAVEL CLEARANCE FORM (DI-1175)

1. Go to the OIA SharePoint site: https://spapps.doi.net/programs/OIA/travel/SitePages/Home.aspx
2. Click “New Foreign Travel DI-1175 Request”
3. Select the traveler's bureau.
4. Fill out the DI-1175 form.

   Please note that each DI-1175 form must have a justification that includes the purpose of travel, why this travel is essential to DOI's mission and U.S. foreign policy, why the traveler is the most appropriate individual for this assignment, and the negative consequences should travel not occur.

5. Add the appropriate signature boxes for internal bureau approval. If the traveler is a political appointee, add a signature box for DOI’s Chief of Staff or Deputy Chief of Staff who will need to sign as well. (Please see the below instructions for how to add a signature box to the form.)

6. Print the form and obtain hard copy signatures.

   To Print:
   Go to the upper left corner and select “Print Preview,” right click and then select “Print.”

7. Once hard copy signatures have been obtained, scan and attach the signed version as an attachment to the form (scroll down and select “Click here to attach a file.”)

8. Officially submit electrically by clicking, “Submit to bureau international affairs office.”
INSTRUCTIONS FOR ADDING A SIGANTURE BOX TO THE DI-1175 FORM

1. Scroll down to the section titled “Traveler Certifications” and select the check box that reads “Check this box to add additional bureau signatures.”

2. Once you have selected the box a bureau signature box should automatically appear with space for the title, name, and signature of the relevant approver.

3. Please input the title of the relevant approver.

4. Please input the name of the relevant approver by selecting the book icon and entering the name into the search feature and clicking the magnifying glass icon . Select the appropriate name and press ok.