FROM: DOI International Technical Assistance Program (DOI-ITAP)

TO: DOI Bureau Travelers and Travel Administrators

PURPOSE: Travel Process for Bureau Employees Traveling for DOI-ITAP

DATE: March 12, 2015

This memo outlines the travel process to be followed when DOI employees travel on behalf of the Department's International Technical Assistance Program (DOI-ITAP). This document specifies the steps taken by DOI-ITAP travel arrangers and project managers, bureau employees, and others involved in the travel process as they plan and execute travel and financial instruments for reimbursement. If questions arise, please contact the DOI-ITAP office, either Tanya Ahmady at 202-208-3624 or Colleen Castle at 202-208-5160.

GENERAL DIVISION OF RESPONSIBILITIES

DOI-ITAP

- Initiating Intra-Agency Travel Agreement (ITA)
- Purchase Requisition
- Create Travel Authorization
- Create Travel Voucher
- eCountry Clearance
- Emergency Medical Insurance
- Coordination with U.S. Embassy/USG partners

TRAVELER

- DI-1175*
- Official Passport Request*
- Visa Request(s)

*Processing/obtaining these documents requires **at least six weeks**. Please initiate as soon as possible.*

BUREAU ADMINISTRATORS

- Sign ITA
- Stamp Travel Authorization
- Stamp Travel Voucher
- Provide accounting information
- Reallocate charge card and bill against ITA

ITAP POINTS OF CONTACT AND ROLES

❖ **ITAP Project Manager (PM)** The PM is responsible for the overall management of a specific country or regional project; the PM must be copied on all emails by all parties

❖ **ITAP Travel Coordinator (TC)** Tanya Ahmady; assigns travel arrangers and troubleshoots travel issues

❖ **ITAP Budget Analyst (BA)** Tony Champ (Gudger); processes financial agreements to fund reimbursable travel for bureau employees

❖ **ITAP Travel Arranger** ITAP staff member assigned to arrange travel, create Travel Authorizations/Vouchers, purchase insurance, and submit eCountry Clearances; the Arranger must be copied on all emails by all parties . The traveler and Arranger should share after hours contact information in case of an emergency during travel.

Eight weeks before travel start date

1. **TRAVEL INITIATED** The ITAP Project Manager (PM) initiates the travel process through an email to the ITAP Travel Coordinator (TC), copying the traveler, which includes logistical details of the trip.

2. **TRAVEL FORMS & INSTRUCTIONS** An ITAP Travel Arranger will be assigned to each traveler. The Arranger will initiate travel preparations by emailing the traveler the following forms:

- **DOI-ITAP Traveler Guidelines** – For traveler's reference, guidelines cover processes and policies governing ITAP travel.
- **Traveler Agreement** – Agreement acknowledges traveler has read guidelines and understands critical aspects of ITAP travel. Traveler signs and returns to Traveler Arranger.
- **Traveler Profile** – Traveler to fill out and return to Traveler Arranger. Form contains all information required for travel arrangements, such as Passport information, emergency contacts, airport preferences, etc. Completed forms are password protected and accessible only to travel arrangers.
- **Instructions for DI-1175, International Travel Request Form** – For traveler's reference, for use when initiating DI-1175.
- **Official Passport/Visa Request Form** – To be used by traveler to request an Official Passport (required for international travel).
- **Travel Voucher Worksheet** – For expense calculations once the trip has concluded.

3. **TRAVEL DOCUMENTS**
   - DI-1175—Project Manager will send trip justification and other necessary information to traveler so that they can submit DI-1175 according to their bureau's or office's procedure).
   - Official Passport—Traveler completes Official Passport/Visa Request form and sends to DOI Passports Office: passports@ios.doi.gov or fax: 202-219-9822.

4. **BUREAU REIMBURSEMENT (CHARGE CARDS, ITAS)** Traveler provides name and contact information of bureau/finance office person responsible for tracking and initiating ITAs for their bureau to the Traveler Arranger at PM's request, the BA initiates the ITA and Purchase Requisition forms, documents used to reimburse the bureau for ITAP expenses, in coordination with the traveler and bureau POCs.

Four to six weeks before travel start date

5. **TRANSPORTATION ARRANGEMENTS**
   - The Traveler will send flight and route preferences to ITAP Travel Arranger and PM.
   - The ITAP Travel Arranger will provide a proposed itinerary to the traveler and confirm if any other travel expenses will be incurred (e.g., taxis, baggage check fees, airport exit fees, vaccinations).

6. **TRAVEL AUTHORIZATION**
   - When the proposed flight itinerary and travel costs are confirmed, the ITAP Travel Arranger will draft and submit a Travel Authorization (TA) as signed in CGE, after which the traveler is notified.
   - The traveler's supervisor and other bureau officials will review and approve TA.
   - The traveler and ITAP Travel Arranger will monitor the TA's route and review progress within CGE.
   - Once the TA has been reviewed and approved by bureau routing officials, a ticket will be issued.

   Two Important Notes:

   - **DOI-ITAP does not provide supporting documentation as attachments to Travel Authorizations.**
   - **ITAs, DI-1175s, and TAs are processed on separate tracks simultaneously to avoid delays in booking travel and planning project activities. If bureau officials require all of these documents at once before approving trips, it will delay the process and potentially impede travel.**

7. **ELECTRONIC COUNTRY CLEARANCE (eCC)** The State Department requires all travelers to have a country clearance before entering the country. The ITAP Travel Arranger will submit the eCC to the U.S. Embassy in the destination country and will add PM and traveler email addresses to the clearance request. The traveler will receive an automated approval/denial email from the eCC system . The ITAP PM will serve as the sole point of contact for coordination with the U.S. Embassy and USAID.

8. **EMERGENCY MEDICAL INSURANCE** The ITAP Travel Arranger will purchase medical insurance.

Two weeks before travel start date

9. **DI-1175** The traveler will confirm that the DI-1175 has been submitted to the Department of the Interior – Office of International Affairs (DOI-OIA) from the Bureau.

10. **BUREAU REIMBURSEMENT**
    - The Bureau will return the completed ITA to ITAP, and the BA will obligate funding.
    - Within five days, the IBC-OS Payments team will obligate the requisition and respond with the obligation (Purchase Order) number.

One week before travel start date

11. **DI-1175** The traveler and ITAP Travel Arranger will confirm the DI-1175 has all necessary signatures and approvals is fully signed and will provide a copy of the DI-1175 to the Passport Office to release the passport.

12. **TRAVEL PAPERWORK FINALIZED** The ITAP Travel Arranger will send a final email with all documentation (ticketed itinerary, approved eCC, medical insurance, Travel Authorization, signed DI-1175, and any other necessary information) to the traveler.

After trip

13. **TRAVEL VOUCHER**
    - After the trip, the traveler will submit electronic and hard copy receipts and a voucher worksheet to the ITAP Travel Arranger for processing. The receipts must be organized and taped to a sheet of paper with translations and currency conversions, as necessary.
    - All expenses on the worksheet must be converted to U.S. Dollars and indicate form of payment (i.e. personal funds or government charge card).
    - The ITAP Arranger will input the travel voucher into CGE on behalf of the traveler, who will then review it before signing the voucher claim.
    - The traveler's supervisor and other bureau officials will review and approve the voucher.
    - The traveler and ITAP Arranger will monitor the travel voucher's progress within CGE.
    - The traveler's home office can bill DOI-ITAP for expenses incurred for the trip once charge card bills are received and the voucher is paid.