

NOAA TRAVEL OFFICE (NTO) FOREIGN TRAVEL CHECKLIST (Revised 8/31/16)

This "Foreign Travel Checklist" must be completed and attached to any foreign travel package that requires a passport and/or visa(s). The "Foreign Travel Checklist" helps to ensure that all necessary documents are included with each package and to provide a contact name and phone number for questions and/or issues in processing the package. Please visit our website <http://www.corporateservices.noaa.gov/finance/FT.html>.

*Traveler's Name _____ *Travel Dates _____ *Destination _____
*Contact Name _____ Phone Number _____
*Building (SSMC/HCHB) & *Room # _____
(Only include if package will be returned via a courier to the local area (MD/DC))
*UPS Account # & Zip Code _____ (Only include if package is being returned to a location outside of the local area (MD/DC)).

1) REQUIRED FOREIGN TRAVEL DOCUMENTS:

All foreign travel packages **must** always include a checklist **and either b or c below**.

- _____ *a) Foreign Travel Checklist (completed)
- _____ *b) [Travel Authorization \(TA\)](#): Only submit a TA when there is an actual trip. We will accept an unsigned TA followed up with a datalinked version **on the day the TA datalinks**.
- _____ *c) Line Office Accounting: If employee is obtaining a passport without a real trip planned (no TA), include your line office accounting in the following format so that the passport can be charged appropriately:

(4 digit FY)/(2 character bureau code)/(7 character project code)/(3 character task code)/(8 character org. code)
- _____ d) [Foreign Travel Briefing](#) (Foreign Travel Briefings should be sent to the NTO **the day the traveler completes training in the CLC**. Otherwise, include with this package so that the TA can be processed)
- _____ e) Passport on file at the NTO (passport must be valid within 6 months of entry)

2) PASSPORT APPLICATION:

If the traveler obtaining a new passport, renewing a passport, or updating a passport, one of the following must be checked and include all applicable documents noted in the hyperlinks:

- _____ a) [Passport Renewal](#) (Must include a passport, DS-82, Passport letter, and one photo)
(http://www.corporateservices.noaa.gov/finance/documents/FT.DS-82Instructions_001.doc)
- _____ b) [1st Time Passport Application](#) (Must include Passport letter)
(http://www.corporateservices.noaa.gov/finance/documents/FT.DS-11Instructions_000.doc)
- _____ c) Emergency Justification Letter (required if less than 4 weeks lead time)
- _____ d) [DS-64](#), "Lost or Stolen U.S. Passport"
(http://www.corporateservices.noaa.gov/finance/documents/FT.DS-64Instructions_009.doc)

3) VISA APPLICATION:

Visit the following visa requirements document to verify visa requirements and include all applicable documents required: http://www.corporateservices.noaa.gov/finance/documents/FT.VisaReq_010.pdf

- _____ a) Visa Application(s)
- _____ b) Photos (2" x 2" passport photo(s))
- _____ c) Letter of Invitation (If applicable - required for travel to Russia, China, India, and Vietnam)
- _____ d) No Visa Required

***REQUIRED**