**NOAA GROUP TRAVEL REQUEST**

DUS/O approval is required for groups of fifteen (15) or more employees on domestic travel and eight (8) or more employees on foreign or non-foreign travel, including invitational travelers, traveling to the same location or event and regardless of whether or not NOAA is funding the travel or event. The standard for what travel can be approved is if the travel is essential, attendance must be limited to the minimum participants necessary to accomplish the mission, and less expensive alternatives must be considered (such as conference calls and delegating field personnel to accomplish the proposed mission).  Approving officials must consider costs in selecting attendees and meeting locations, including travel to and from the site, ground transportation, lodging, meals and incidental costs, registration fees, meeting room rentals and other related costs including employees' time away from the official duty station. For additional guidance see: <http://www.corporateservices.noaa.gov/finance/GROUP.html>

**Instructions:** Thirty (30) days in advance of the travel, please fill out this form and submit as follows:

**Conference check:** Is this group travel request supporting a conference per the five criteria outlined on the Conferences and Group Travel Decision Flow Chart? Yes No

1. If yes, in addition to submitting this form (and for informational purposes only) please include conference materials including approval transmittal forms signed by LO DAA or SO Director.
2. If no, submit this form and any associated documentation through your LO or SO CoS (or equivalent POC).
3. Send all materials to the conferences\_grouptravel@noaa.gov email address.

**Name of Meeting:** Title…

**Dates of Meeting:** Dates…

**Location of Meeting:** Facility, City, State

**Point of Contact:** Name:

Phone:

Email:

**Travelers:** Total:

 NOAA FTEs:

 Invitational Travelers:

**Total Cost:** $

*Contractors are managed per the terms of their contract and are not included in group travel, unless they are on invitational travel.*

**Purpose of Meeting/Event/Conference/Activity:**

1. Describe the purpose of the event.
2. How is this relevant to NOAA’s mission?
3. Why is it important that NOAA participates in the event? Legislative requirements? International commitments?
4. Is NOAA sponsoring the event? If so, how was the location chosen?

**Funding:**

1. Is funding available for the travel? Are we meeting required cuts to the travel budget?
2. Provide any other pertinent information related to the travel costs. What is the cost comparison of meals vs. per diem (according to Federal Travel Regulations)?
3. If there are costs associated with local attendees such as registration (costs included in the table above under Facility/Meeting/Registration/Other costs), list the number of local attendees: #
4. List the *costs* for the travel.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TotalTravelers | Total Lodging Costs(# nights) | Total Per Diem Costs(# days) | Flights / Transportation Costs | Facility / Meeting / Registration/ Other Costs  | Total Estimated Costs |
| # | $ | $ | $ | $ | $ |

**Efforts to minimize the total cost of travel:**

1. Describe all efforts to reduce the cost of the travel.
2. If available, provide historical comparisons in regards to number of attendees and total costs.
3. What is the absolute minimum number of attendees necessary for this activity and what steps have been taken in determining this?

**Other:**

1. Provide any other information relevant to the group travel request.
2. If a conference, are there conference fees, speakers, or awards? If yes, what is the associated cost to NOAA for each?

**List of all NOAA Travelers from all LO’s or SO’s:**

| **Name** | **Affiliation** | **Role at Meeting (Presenting, expertise, responsibility, etc.)** | **Notes** **(where traveling from)** |
| --- | --- | --- | --- |
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