

### TWP/AMF Foreign Travel Packet Checklist

LANL Trip #	Site Visit #	Traveler Z#
Itinerary 1	Dates	Hotel Name/#
Itinerary 2	Dates	Hotel Name/#
Itinerary 3	Dates	Hotel Name/#
Itinerary 4	Dates	Hotel Name/#

Tasks	Yes/No	Date Completed	Notes
STB Reservation Contact			
Property Removal Needed			
Late Justification			
Amended Travel			
Email Budget Analyst			Cost Codes:
Online Travel Request			
Reservations/Hotels/Cars			
Nauru Visa			
PNG Letter of Invitation			
Itinerary Rec'd/Filed			
Entered on Meeting Maker			
Tickets Received			
Check Approval Status Reservations			
Check Approval Status Group Leader			
Check Approval Status STB			
DOE Approval Rec'd			DOE #:
Reimbursement Submitted (BOM-Print Summary & Fax to Cathy at 5-8697)			
Trip Cancelled (If yes, send email to BUS & STB) <a href="mailto:stbforeigntravel@lanl.gov">stbforeigntravel@lanl.gov</a> & <a href="mailto:cfo-1foreigntravel@lanl.gov">cfo-1foreigntravel@lanl.gov</a>			
Emergency Contact Information			
Lodging Justification Rate Paperwork			
China Visa			