

***WELCOME TO THE U.S. DEPARTMENT OF THE INTERIOR'S
INTERNATIONAL TECHNICAL ASSISTANCE PROGRAM!***

Inside these travel guidelines, you will find useful information to help you prepare for travel with the U.S. Department of the Interior's International Technical Assistance Program (DOI-ITAP). **All new and returning DOI-ITAP team members are strongly encouraged to thoroughly review this package, as some of the information has been updated.**

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If you have any questions about your DOI-ITAP travel or these guidelines, please contact Tonya Savoy at (202) 208-3624 or tonya_m_savoy@ios.doi.gov.

Your Responsibilities Before, During and After DOI-ITAP Travel

Before Your Trip:

Forms

- Step 1:** **Traveler Info:** Fill out the “ITAP Traveler Profile” and return to Velma **ASAP** (Attachment A).
- Step 2:** **Official Passport:** Do you have an official passport that is valid for six months after your dates of travel? If yes, skip to step 3. Ms. Corinthia Stewart, will send you your passport in time for travel. If no, fill out the form “Request for Official Passport/Visa” (Attachment B) and fax it to Ms. Corinthia Stewart, our passport agent at DOI. If you have any questions about the form, Ms. Stewart’s telephone number is 202-208-5292, fax number is 202-219-9822 and email is corinthia_r_stewart@nbs.gov. **Allow 30-45 business days for processing.**
- Visa(s):** If a visa is required for your travel, Ms. Stewart will contact you with the necessary forms to be completed. Please return the completed forms to Ms. Stewart as quickly as possible. At a minimum, we must **allow 10 business days for processing.**
- Step 3:** **Foreign Travel Documents:** You are responsible for ensuring that your required travel documents (Form DI-1175, etc.) are moving through the signature process in a **timely** way (see Required DOI Travel Documents Signature Process guidance starting on page 21).
- Step 4:** **Travel Voucher:** When our office receives your receipts upon your return from assignment, we fill out the travel voucher, fax a copy to you for your review, then submit the traveler-approved voucher.
- Step 5:** **Reimbursement:** Do you already have an “ACH Vendor/Miscellaneous Payment Enrollment Form” (Attachment D) on file in the Office of the Secretary finance office? If you don’t know please call Tonya. This form is required for electronic payment and is needed at the time the travel voucher is submitted. You must have a form on file for DOI-ITAP to reimburse you for your travel expenses. If yes, skip to step 6. If not, please fill out Attachment D and return it to Tonya.

Immunizations/Physicals

- Step 6:** **Immunizations:** Please call the State Department Immunization Office at (202) 663-1705 to find out which shots are required/recommended. DOI-ITAP will reimburse you for the shots that the State Department requires/recommends. If you are located in the DC metropolitan area you can go to the State Department Immunization Office at 2401 E St., NW and get your shots there at no cost.

Please bring your Travel Authorization. If you are located at the Denver Federal Center and surrounding areas you can contact the Health Clinic at the Federal Center and get your shots there at no cost. You may obtain a list of possible immunizations and medications for the country to which you are traveling from the Centers for Disease Control and Prevention (CDC) website at: www.cdc.gov/travel. Please keep all receipts and send them to Tonya to be reimbursed on your travel voucher.

Step 7: **Fitness for Duty:** You must submit a letter from your doctor certifying your fitness for traveling to the country where you will be working and stating that you are fit for walking long distances, climbing, etc. It can be written on a Prescription note pad, or a note on letterhead. Please send this to Tonya ASAP.

During Your Trip:

Expenses and Receipts

Step 8: **Keeping Track of Expenses:** Please save all receipts for non-meal expenses incurred before and during your travel. All expenses should be recorded on a daily basis, see Travel Voucher Worksheet (Attachment E).

Following Your Trip:

Travel Voucher and Passport

Step 9: **Submitting Receipts and Expenses For Reimbursement and Returning Official Passport:** Within 5 working days of completed travel, send Tonya all receipts for your travel voucher reimbursement, including your airline passenger ticket(s). You must also send your official passport back to Corinthia Stewart in NBC Passport Services after the completion of your travel.

Please adhere to the following procedure when preparing your receipts for reimbursement:

- tape your original receipts in chronological order to 8½ x 11 sheets of paper and number them, but do not write anything else on the receipts;
- provide written details of your travel itinerary in an outline form or use the Travel Voucher Worksheet (Attachment E) with receipts numbered;
- keep a photocopy of all receipts for your records;
- indicate any special circumstances associated with the travel or receipts;
- provide the exchange rate to calculate the conversion from the foreign currency into U.S. dollars.

Please send your receipts and passport via FedEx (ask Tonya for FedEx account number to use) or other reliable overnight service, or your reimbursement could be delayed by several weeks and your passport destroyed by the radiation process

used on Washington, DC mail. The sooner you submit your receipts, the sooner you will be reimbursed. Reimbursement happens approximately 30-40 days from the time we receive your receipts.

Reports

Step 10: **Trip Reports:** Within 2-weeks of completing your trip, the team should send one brief summary report of the trip. Please format the report using the reporting guidelines on the DOI ITAP website (www.doi.gov/intl/itap/). At minimum, the report should contain the following information:

- Name, position, and contact information for all travelers
- Trip objectives, dates, location
- Trip products, results, and recommendations
- Name, position, and contact information for those with whom you worked, or who participated in any meetings or training in which you were involved (photocopies of all business cards will suffice). We recommend that one team member be assigned responsibility for collecting all cards and contact information
- Agendas (e.g., meeting, course, workshop)

Additional items such as digital photos would be appreciated (photo development is NOT reimbursed unless authorized in advance).

DOI-ITAP Administrative Responsibilities Before, During and After Your DOI-ITAP Travel

DOI-ITAP will prepare and handle all travel arrangements for you, including:

- Prepare and Circulate Travel Authorization for Signature;
- Prepare Required DOI Travel Documents (You will be responsible for circulating these documents through your Bureau's clearance process until they reach Washington, DC. See instructions contained at the end of this packet on the Required DOI Travel Documents Signature Process);
- Obtain Country Cable Clearance from the State Department;
- Reserve Flights and Purchase Airline Tickets;
- Reserve Lodging, domestic and international (unless discussed otherwise);
- Purchase medical evacuation insurance;
- Submit Your Transfer of Equipment forms, if needed (Attachment D);
- Prepare and Submit Your Travel Voucher for Reimbursement of Travel Expenses;

So that we can process these travel arrangements on your behalf, please complete and return the forms as described in the section "Your Responsibilities Before, During and After DOI-ITAP Travel".

Travel Policies and General Guidelines

Health and Safety

First and foremost--Conduct yourself in a safe manner:

Stay smart while traveling. Often, people will deviate from their normal routine while in a foreign country, forgetting to do simple tasks that they automatically perform at home. As a general rule, if you would do it for your own protection at home, be sure to do it abroad, as well.

- Prior to leaving, be sure to research the safety and security threats in your destination. Travel books, websites, and magazines that are specifically written for that location are good sources;
- Do not get into a vehicle that may be unsafe, and try to avoid riding in a vehicle at night on unlit roadways;
- Get as much sleep as you need;
- Don't flash cash/credit cards around, be careful at ATM machines, avoid wearing expensive clothing or jewelry that would call unwanted attention to you by thieves;
- Hotel safety - Keep your hotel room door locked at all times, leave the "Do Not Disturb" sign on the door, leave the TV or radio on, do not leave anything of value in your room; arrange knock signals for expected visitors;
- Avoid walking and going out alone at night;
- Learn a few phrases in the local language so you can obtain assistance;
- Learn how to use the public phone system and carry the necessary coins/phone card; and
- always be able to quickly locate the contact information for where you are staying.

Take care of your health:

Travel is likely to upset your biological system. Time zone changes, dietary changes, and personal care changes can all wreck havoc on your body.

- Make sure you get all necessary shots and prophylactic medications prior to travel, and remember to take enough supplies of any regular prescription medications with you.
- Plan to have breakfast each day, since your next chance to eat may be late in the day. Keep nutritious snacks and bottled water with you to tide you over between meals.
- To prevent gastro-intestinal illnesses, drink and use bottled water. Make sure that all food is fully cooked, and avoid foods that are hard to clean, eat fruits and vegetables that have been peeled or cooked (e.g. avoid salads, salsa, etc.). Dairy products are often unpasteurized and it's therefore best to steer clear of milk, cheese, and similar foods (including cream served with coffee or tea).
- Consider carrying hand sanitizer or handy-wipes, since soap and water may not be available for washing hands.
- Take a small first aid kit with you (see the Personal Travel Checklist)

- If you get sick or injured first contact MedEx. If you are not satisfied with the advice from MedEx, then it is suggested that you try to speak with the U.S. Embassy nurse to secure locally appropriate medical information.

We want you to return in one happy piece!

Travel Itinerary

We will do our best to accommodate your flight requests, but we will not make multiple changes to your itinerary. Special requests for dates and times can usually be accommodated, but it is important to make the DOI-ITAP office aware of these at the beginning of your trip planning. We select airlines and flights that are the most cost-effective and time-efficient for a specific trip. Please direct any questions, concerns, or complaints about ticket prices to Barbara or Cynthia. It is not appropriate to direct your concerns to USAID missions or other non-DOI personnel.

We are required to use CT Government Travel as our travel agent and **we must follow the Fly America Act**. You can find the Federal Register Document for the Fly America Act at www.wais.access.gpo.gov . Search for November 13, 1998 (Volume 63, Number 219) page 63417.

Please direct your questions and concerns to DOI-ITAP staff. Your Bureau international affairs offices are not responsible for coordinating your DOI-ITAP travel.

Note: You must call the airlines to confirm your return flights at least two days in advance to avoid cancellation of your reservation.

Inform our office when there is a significant change in your travel itinerary.

If you re-route your flight, take a different mode of transportation, deviate from your destination for a day, or change your in-country itinerary, including your hotel, we need to know. We are accountable for you during your travel, therefore we need to know how to contact you in the event of an emergency. (We don't need to know about minor changes—e.g., if you miss a flight and get on another two hours later.) Please refer to telephone numbers listed in the section of this packet called “Emergency Contact Information for ITAP Travel”.

Credit Card

Mandatory Use of the Travel Charge Card:

The Department's policy regarding Mandatory Use of the Charge Card was issued by the Assistant Secretary – Policy, Management and Budget on March 29, 2000, and revised on February 5, 2001. The Department's policies are as follows:

- It is mandatory to use the Government-sponsored charge card for all temporary duty travel. Travelers are to use the card to purchase transportation tickets, lodging, and rental

cars while on official travel, unless the Travel Charge Card is not accepted. The Travel Charge Card should also be used whenever practicable for any other official travel expenses such as meals, taxis, parking, etc.

- General Exemptions: Expenses incurred at a vendor that does not accept the Government-sponsored travel charge card (e.g., parking, local transportation systems, taxi, tips, meals (when use of the card is impractical), phone calls, and individuals traveling on invitational travel.)
- Cash Advances: DOI-ITAP **does not** issue cash advances. You can, however, get a cash advance on your Travel Charge Card. Department-wide standard for a cash advance is \$250 per day and \$500 per week. If your travel calls for substantial quantities of cash, please plan your pre-travel ATM withdrawals accordingly.

Telephone Calls

The following telephone guidance applies to all DOI-ITAP travelers and supersedes Bureau policies:

From 347 DM 301-12 DOI FTR , Federal Register Notice Regarding Telephone Charges:

Payment for Domestic and International Calls: You are expected to use Government telephones, Federal Calling Cards or pre-paid calling cards for long-distance calls while on official travel. You may pay for the charges with your Government travel charge card or use cash when other options are not available or acceptable. An explanation must be placed on or attached to the travel voucher claiming reimbursement for all cash payments. The explanation must state that the use of other methods were attempted and determined to be unacceptable by service provider or were not available to you.

(**Note: DOI-ITAP will not** pay claims for phone calls made from hotels, etc., except where calling cards are unavailable.)

Using a Government cell phone to conduct official business while in a travel status:

- International Calls: Most U.S. cell phones do not work overseas.

Obtaining a Federal Calling Card or a prepaid calling card:

- Business Calls While on Official International Travel: Prepaid calling cards purchased in the U.S. often do not work overseas. Whenever possible, you must purchase a prepaid calling card in-country for personal and business use, or use the Federal Calling card, (you will need International access). The used prepaid calling card should be sent to Velma for reimbursement purposes.

- Calling Home While on Official International Travel: You may make a brief daily personal call using the least-cost-to-the-government method available, such as, a Government telephone, Federal Calling Card or prepaid calling card. AVOID, charging calls to your hotel room UNLESS there are no alternatives.
- International Calls: Employees on travel status **outside** of the 50 States will be limited to no more than \$5 per day for each day of travel. Calls that exceed these limits will not be reimbursed. If desired, travelers on long-term travel may combine their daily allowance in order to make less frequent, longer calls. **Watch out!** In many hotels, calls to the U.S. cost more than \$5 and in some cases as much as \$10 per minute. Calling rates in some countries are based on a fraction of a minute, and may incur a supplemental connection fee, even if the line is busy or your call does not go through. Whenever possible, find out the calling rates before placing international calls.

Internet Usage:

Using the internet is an effective way of corresponding with your office and family.

Workers Compensation/Disability Coverage During Overseas Travel

While you are traveling in an official capacity for DOI, you **are covered** for workers compensation/disability by the Federal government. Generally, official travel begins when you leave your home or duty station of record for an overseas assignment and ends upon your return. **Take note:** employees are covered while under official travel authorization only. If extra time is taken for personal reasons (e.g., annual leave), that time is **not** covered. If an employee diverts from the authorized travel route, that is also **not** covered. The employee is only covered on the authorized route. Also, as with any workers compensation/disability claim, if the traveler is found to have acted with gross negligence, the claim may be denied. All claims for injuries occurring on travel status should be accompanied by a copy of the travel authorization.

Laundry

An allowance for laundry and dry cleaning is already included in foreign per diem rates, and, as such, these expenses are not reimbursable.

Health Insurance Coverage During Overseas Travel

Individual health care providers **may or may not** cover enrollees during overseas travel, whether official or not. Travelers must verify with their health care providers as to whether or not they are covered, and to what extent.

DOI-ITAP provides Medical Assistance Insurance (MedEx), for use in medical emergencies. This insurance is not a substitute for standard health care coverage, but provides additional

resources in case of emergency, such as medical evacuation. Prior to your travel, DOI-ITAP will purchase the insurance for you and notify you of your policy number.

Comp Time for Official Travel: Congress has passed new comp time guidelines for official travel in the Federal Register, on January 27, 2005. If you plan on claiming this comp time after your return to duty, you must discuss/negotiate with your supervisor at the same time you are obtaining his/her approval for you to participate as a DOI-ITAP traveler. You can find the Federal Register Document at www.wais.access.gpo.gov, search for January 27, 2005 (Volume 70, Number 17) page 3855.

Extending Your Stay After Your Assignment: DOI-ITAP discourages travelers from traveling to the host-country location before fellow team members, since a considerable amount of coordination and final preparation takes place in the last few days before the trip. You **may extend** your stay after the assignment, provided the following conditions are met: it is permitted by your bureau's travel regulations and it is approved by your supervisor. Please allocate appropriate time to contribute to report writing and the completion of other responsibilities for the assignment. Any logistics and additional expenses incurred by your extended stay are your responsibility, including lodging, per diem, other travel costs and any increase in airfare caused by the change in your travel date. If family, friends and/or colleagues are interested in accompanying you on travel, DOI-ITAP asks that you have them join you in-country after your assignment is completed, and that you make it clear to your in-country hosts that you are no longer serving in an official capacity and that they are not responsible for assisting you.

Professional Conduct When on Assignment

You are a representative of DOI-ITAP.

When you introduce yourself to others, remember to identify yourself as a DOI-ITAP team member. Most counterparts in other countries will not know that your bureau is part of DOI, and may need you to explain the connection between the two. DOI-ITAP creates multi-disciplinary teams from all of the bureaus, thus you are representing DOI and its eight bureaus, not just your individual bureau.

In most other countries of the world, the Interior Ministry or Interior Department is an agency with functions similar to the FBI and/or Homeland Security. It is important to clarify that the U.S. Department of the Interior is the agency for natural resources management in our country, and does not have the same role as the Interior agency in the host country.

Be culturally sensitive.

When you travel on an assignment for our office, you travel in an official capacity as a representative of the U.S. Government, the Department of the Interior, and the Department's International Technical Assistance Program. It is important to behave in a professional and courteous manner while overseas. Please be mindful that you are working in a culture different from your own, and that your work conduct must strike a balance between effective technical assistance and respect for host country nationals. Try to avoid criticizing the country you are visiting.

Dress respectfully while in foreign countries.

Typically, this means pants and button-down shirts for men and comparable dress for women whenever you are in a foreign country on assignment. Tight or revealing clothing **is not** acceptable. Shorts and t-shirts are usually considered inappropriate. For official meetings with Embassy or foreign government representatives, business casual attire or suits should be worn. This shows respect for the officials you will be meeting, who will probably be dressed in the same way.

You are not responsible for commitments of funding and resources.

You have been asked to provide technical assistance to the host country, and have full authority to use your discretion and expertise in regard to recommendations. However, it is important to **not** promise funds or other DOI resources, including your own time or the continued aid of your bureau, without first consulting our office in Washington. If asked for financial or other commitments, try using phrases like, "I will be happy to check on that and get back to you," and "I would like to discuss that with colleagues and provide an answer at a later date."

Conduct yourself professionally at all times.

Please remember that traveling on behalf of the United States is a privilege with special obligations. Typically assignments involve breakfast or dinner meetings, and you may need to work on evenings and weekends.

You may be asked to meet with U.S. Agency for International Development (USAID), World Bank, U.S. Embassy, or other donor representatives when entering a country, and/or to brief them on your activities prior to your departure. Please conduct business with donor representatives professionally, and be responsive to their questions and requests. **All official written reports on technical assistance provided to a country should be cleared by DOI-ITAP, and not given to anyone else without our prior knowledge and approval.**

Even after hours, you are a representative of the U.S. Government on a work assignment and must comport yourself accordingly. Your team leader or in-country hosts have the authority to recommend an early return to the U.S. for any improper conduct.

Be careful about the photographs you take.

Please be aware that in most foreign countries it is forbidden to take photographs of airports, government installations, police officers, military personnel, etc. If caught, your film and even your camera could be confiscated. Also, please be sensitive to local people who do not wish to have their picture taken. If you do wish to take pictures of local people, ask their permission.

Note: Film and batteries in other countries can be more expensive and lower quality than what you find in the U.S. If you buy film abroad, be sure to check the expiration date.

You may give and receive small gifts.

You may inquire with DOI-ITAP about small gifts that would be appropriate to take with you for in-country hosts, counterparts, or others you will meet.

Gifts From Foreign Governments:

From the “Ethics Guide For Employees of the Department of the Interior” Dated September 2002.

Please do not encourage gifts from a foreign government. However, you are allowed to accept gifts with a value of \$285 or less. On any occasion where refusal would cause embarrassment either to the U.S. or to the Government which is offering the gift, you may accept the gift on behalf of the U.S. The gift of more than \$285 must then be turned over to the appropriate property officer for proper disposition.) Statutory reference for this provision is contained in 5 U.S.C. § 7342.

This rule applies:

- whether you are on or off duty;
- to your spouse and dependents, whether or not they are Federal employees;

Be diplomatic about foreign policy, politics and religion.

As a U.S. citizen and a government official, you might be asked by in-country hosts, counterparts, or others for your opinion about U.S. foreign policy, politics or religion. If you wish, you can share your own views, with the disclaimer that these are your views as a private citizen, not those of your official government position. Or if you prefer not to engage in the conversation, here are some answers that have been used by other DOI-ITAP travelers:

- My agency is a domestic natural resources management agency and is not involved in foreign policy.
- As a civil service employee, I work for all Americans of any political background.
- For me, religion is a private matter. I respect what other people believe.

Whatever you choose to say, strive for diplomacy!

Emergency Contact Information for ITAP Travel

You can always call us if there is a problem.

While you are away, please note that in the event of an emergency you can always call Barbara Pitkin directly using the contact numbers listed below. For non-emergencies, please leave a voicemail message at the appropriate office numbers below. Leave these numbers with your office and family. We are here to support your assignment, and it is often better to call early on when there is a problem rather than wait until the problem is more difficult to solve.

Contact Numbers:	Office	Home/Mobile
DOI International Affairs general line:	202-208-3048	
Barbara Pitkin's direct line:	202-208-5221	703-242-1243 (home) 202-510-0753 (mobile)
Cynthia Perera's direct line:	202-219-0537	202-510-0672 (mobile)
Tonya Savoy's direct line:	202-208-3624	
Karen Senhadji's direct line:	202-208-3004	202-510-0651 (mobile)
Emily Kilcrease's direct line:	202-208-7103	202-510-0541 (mobile)
Office Fax number:	202-501-6381	

Remember to print copies of this page for your office and family, and take a copy with you on travel.

Purchasing Items for Travel

As a technical assistance specialist with DOI-ITAP, you may need to purchase certain items to fulfill the professional expectations of your assignment and to travel to a foreign country. In general, work-related items *needed* for travel will be reimbursed by our office through your travel voucher. In general, *optional* items purchased by you for the assignment, will not be reimbursed. Because the distinction between what is needed and what is optional is sometimes not clear, we have put together sample lists of items that will, might (**with prior approval**), and will not be reimbursed.

Please look over these lists and know prior to travel what you may claim on your voucher. These lists are designed to be used as a guideline. If you have questions, please call or e-mail a DOI-ITAP staff member to check if an item is reimbursable, preferably before you make a purchase.

There are many special circumstances associated with foreign travel and some exceptions on certain items can be made (**in advance**). However, the traveler's judgment will be necessary for those purchases in-country that are not included on these lists.

The following is a **sample of reimbursable items** that our office **will** cover:

- Official Passport/Visa photos, and other passport-related expenses;
- FedEx and other postage used in the course of your assignment, whether before, during or after, if directly related to the assignment;
- Workshop and technical materials and supplies needed for the assignment;
- Immunizations and prescription medications considered **required/recommended by the U.S. State Department** (see pages 2-3);
- Phone calls/ calling cards (according to the guidelines on page 8);
- Water purification tablets;
- Shower in an airport between international flights;
- Cash advance and currency conversion fees for per diem expenses.
- The "International Transaction Fee" that is shown on your government credit card statement. (Just send a copy of your statement with those fees circled to Velma and the charges will be added to your travel voucher.)

The following items **might be** reimbursed, with **prior approval** from our office:

- Reference materials, maps or general travel books on the country or area of assignment;
- 220/110 transformer for computer, if not provided by our office;
- Computer software or accessories specifically required for the assignment (e.g., GIS software);
- Foreign language dictionaries, tapes, etc.

- Excess Baggage fee(s) and tips for transporting books or equipment required for the assignment (Official Government Equipment ONLY). If items will be left on-site, please take them in a box or bag that can be left behind, so as not to incur a fee on your return.
- DOI-ITAP **does not reimburse** for the cost of film, film processing or photographic supplies unless agreed upon prior to travel by a representative of our office.

The following items **WILL NOT be reimbursed**:

- Pre-trip medical physicals;
- Medical insurance beyond MEDEX;
- Bottled water and food for travelers (included under the M&IE portion of your per diem allowance);
- Luggage and travel gear of any kind, including fanny packs, backpacks, luggage locks, travel pillows and towels, etc.;
- Additional immunizations and other prescription medications not considered required/recommended by the U.S. State Department (e.g., any regular medications you regularly take, other immunizations, etc.);
- Over-the-counter medications, such as Aspirin, Tylenol, Pepto-Bismol, Immodium, Dramamine, foot powder, etc.;
- Soap, including hand cream, hand towelettes and other personal cleansing items;
- Personal toiletries;
- Sun screen;
- Lip balm;
- Bug repellent;
- Interest charges incurred on Credit Card Bills due to late payment(s);
- Souvenirs, including arts and crafts, coffee table books, about the country of assignment, etc.

If you are not sure about an expenditure prior to departing, please call or email DOI-ITAP to discuss it. If you are not sure when in country, use your best judgment. Most of the time it will be fairly obvious.

We will not reimburse travelers for excess foreign currency that you carry back to the U.S. Don't come home with thousands of rupees, unless you are collecting them!

Some items must be returned to us! If you are authorized in advance to purchase general reference materials, maps or travel books, computer software, and/or a computer transformer, you must send the item(s) back to our office upon completion of your assignment. If you choose to keep any of these items, we will deduct the cost of the item(s) from your travel voucher reimbursement.

Personal Travel Checklist

(Note: These Suggested Items ARE NOT Necessarily Reimbursed)

NOTE: Prior to departure check with your airline about carry on guidelines.

Travel Items

Essentials

- | | | | |
|--------------------------|---|--------------------------|-------------------------------|
| <input type="checkbox"/> | Itinerary (with contact numbers) and agendas* | <input type="checkbox"/> | Copy of Travel Authorization* |
| <input type="checkbox"/> | Plane tickets* | <input type="checkbox"/> | Government Credit Card* |
| <input type="checkbox"/> | Yellow WHO Card* | <input type="checkbox"/> | Personal Credit Card* |
| <input type="checkbox"/> | Passport (w/visas, if required) Both Official & Personal* | <input type="checkbox"/> | Cash*** |
| <input type="checkbox"/> | Federal Calling Card or prepaid calling card(s) | <input type="checkbox"/> | Travelers Checks*** |
| <input type="checkbox"/> | Driver's License or other government i.d. card* | <input type="checkbox"/> | DOI ID** |
| <input type="checkbox"/> | Medical Assistance Insurance (MEDEX) Card* | | |
| <input type="checkbox"/> | Establish DOI-ITAP point of contact for your family to call in an emergency | | |
| <input type="checkbox"/> | Emergency Contact Info for DOI-ITAP, U.S. Embassy, In-country Hosts | | |

Optional

- | | | | |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Camera and film, memory card(s) | <input type="checkbox"/> | Video camera and tapes/DVDs |
| <input type="checkbox"/> | Maps/travel guides/reference materials | <input type="checkbox"/> | Money belt /passport holder |
| <input type="checkbox"/> | Neck pillow and slippers | <input type="checkbox"/> | Batteries for camera, other electronics |

Work-Related

Essentials

- | | | | |
|--------------------------|---|--------------------------|------------------|
| <input type="checkbox"/> | Dress clothes and shoes for meetings, including jacket and ties | <input type="checkbox"/> | Business Cards** |
| <input type="checkbox"/> | Info on project, reference materials, working documents or work-related reading | <input type="checkbox"/> | Pens and pencils |

Optional

- Laptop and adaptor kit for computer, memory chip, thumb drive or blank cds to save or download documents

Personal

Essentials

- | | | | |
|--------------------------|--|--------------------------|----------------------------------|
| <input type="checkbox"/> | Field clothes comfortable for travel/hiking (long pants) | <input type="checkbox"/> | Tennis shoes and/or light boots |
| <input type="checkbox"/> | Underwear and lots of socks | <input type="checkbox"/> | Hat |
| <input type="checkbox"/> | Travel alarm clock (check batteries) | <input type="checkbox"/> | Light jacket/ long-sleeved shirt |
| <input type="checkbox"/> | Small flashlight (check batteries & bring extra batteries) | <input type="checkbox"/> | Sunglasses |
| <input type="checkbox"/> | Extra pair of eyeglasses and copy of prescription | | |

Optional

—	Binoculars, small pair	—	Day pack or fanny pack
—	Single sheet or light blanket	—	Mosquito net
—	Towel (fast-drying towel)	—	Bathing suit
—	Sandals or flip-flops	—	Bandana
—	CD player and CDs or walkman with batteries	—	Journal
—	Reading books/mags	—	Snacks
—	Zip-lock bags	—	Water bottle(s)
—	Candles and matches (pack in checked luggage)	—	Photos of family, home
—	Leatherman tool or pocket knife (pack in checked luggage)		
—	Small gifts for in-country hosts		

Toiletries

Essentials

—	Toothbrush, toothpaste and dental floss	—	Deodorant
—	Brush	—	Soap
—	Shampoo/conditioner	—	Toilet paper (carry with you daily, it's not often available)
—	Feminine care products	—	Moisturizer (facial and body)
—	Lip balm	—	Nail clippers or scissors
—	Razor and shaving cream	—	

Health Care Kit

* All travelers should carry some type of medical kit. Following are some suggested items for the kit:

—	Antimalarial medication (if traveling in malaria region)	—	Zinc lozenges
—	Insect repellent	—	Eye drops
—	Earplugs	—	Sun screen
—	Anti-diarrheal medications	—	Syringe kit
—	Foot powder	—	Decongestant
—	Topical ointment for insect bites, cuts	—	Cough drops/syrup
—	Pain reliever (e.g. aspirin, acetaminophen)	—	Band-aids
—	Water purification tablets (iodine or chlorine) or water filter	—	Ace Bandage
—	Prescription drugs and a copy of the prescriptions (if replacements are needed)		

* In a separate place from the originals, keep photocopies of your airline tickets/itinerary, passport identification page, driver's license, the credit cards you take with you, and 2-extra passport pictures. Take all essential personal and medical identification and information you will need (e.g., phone numbers of relatives, ITAP emergency phone number(s), health & life insurance policy numbers & phone numbers, and phone numbers of credit card companies in case you need to report theft.)

** Carry your DOI ID and business cards in your luggage versus on your person, in a concealed manner. Avoid using a government ID on your luggage tags; simply use your name and business address. Leave behind any government ID's that are not necessary for the trip (e.g., security passes, phone numbers, etc.).

***Take enough foreign currency to cover immediate expenses. Take most of your money in travelers' checks. Wear a money belt. Take more than one credit card, at least one which has a PIN for cash (check with the issuing bank to see if the card needs to be activated for foreign travel).

Carry-on Bag:

Carry an extra set of eyeglasses and any necessary medications, along with a copy of the prescription and generic name of the drug(s). Keep all medications in their original containers. If you require narcotics or syringes, also carry a letter from your doctor describing the need. Put your camera/video film in your carry-on bag; the radiation the airports use on your checked luggage can ruin film. Consider carrying a change of clothes, especially underwear and socks; in case of delayed or lost luggage. Keep laptops or other expensive equipment in your carry-on, to prevent damage or theft.

Physical Control and Accounting of Equipment and Commodities Transferred to the Host Government by the U.S. Department of the Interior

On occasion, DOI-ITAP teams will be transferring (either hand delivering or shipping) to the host country equipment and supplies associated with the technical assistance or training DOI is providing to the host country. All such equipment and supplies must first be pre-approved by our office in Washington. In an effort to ensure that the equipment and supplies to be transferred are properly tracked and accounted for, this office requires that both the DOI team and the host country comply with the protocol set forth below. If you will be transferring any equipment or supplies during your trip, please carefully review and adhere to the attached control form (Attachment E).

The following are the minimum requirements to ensure proper control and accounting of equipment and commodities DOI transfers to the host government with whom we are collaborating.

Form DI-104: For any and all equipment and commodities issued or transferred to the host government, DOI must have a signed and dated copy of a DI-104, "Transfer of Property" U.S. Government form (Attachment E). You may be asked to sign the form and ensure that the appropriate host government representatives receive and sign the form, then bring back the original signed copy. Each DI-104 will contain the following information:

- Description of the items
- Number of items
- Condition, and
- Cost

International Travel Document Process

Reminder: The processing of international travel documents takes time! It is the traveler's responsibility to see that the documents move swiftly through the system. If fully signed international travel documents are not in the DOI-ITAP office at the time of scheduled departure, the traveler will not be allowed to go on assignment. Note: DOI-ITAP prepares the travel authorization and obtains necessary signatures on behalf of its travelers. Following are the guidelines for the other necessary travel documents.

For BLM Travelers:

BLM international travel documents consist of:

- Foreign Travel Certification Form - DI-1175
- Cover letter for State Director

These documents are ultimately joined as a single package that must reach BLM's International Office 30 days before the date of departure

1. DOI-ITAP prepares the DI-1175 and the cover letter and faxes them to the traveler.
2. Traveler forwards DI-1175 and cover letter to his/her supervisor. Supervisor signs the DI-1175.
3. Traveler faxes the DI-1175 and cover letter to the State Director..
4. The BLM State Director or Acting Director signs the DI-1175 and prepares a memo to the BLM Director stating his or her concurrence with the proposed international travel.

FOR BLM Law Enforcement ONLY: The DI-1175 and memo to the BLM Director need to be approved by the Law Enforcement State Special Agent in Charge.

5. The DI-1175, cover letter, and memo to the BLM Director are then faxed to BLM International Specialist Tess Bennington-Lopez at (202) 653-5287. She will then forward the package to:
6. The Director of BLM for signature. It will then be faxed to:
7. Kathryn Washburn, DOI Director of International Affairs.
8. Once completely signed, a copy of the signed DI-1175 is faxed back to BLM International Office and to DOI-ITAP for their records.

Please process the travel paperwork via fax. Original signatures are not necessary.

For FWS Travelers

FWS international travel documents consist of:

- Foreign Travel Certification Form - DI-1175
- Background Memo. **No signatures are needed on the Background Memo.**

These documents are treated as a single package that must reach FWS's International Office 45 days before the date of departure.

Please do not obtain signatures on "Signature of Head of Bureau" line. This will only slow the process down considerably. Rather, initials should be put in the "Bureau Clearance and Control Numbers" box located in center right of the DI-1175 form.

1. DOI-ITAP faxes to the traveler the DI-1175 and Background Memo.
2. Immediate supervisor initials the DI-1175 in the Bureau Clearance and Control Number box and passes paperwork package to Regional Director or Assistant Director.
3. All California and Nevada employees are reminded that after their immediate supervisor initials the DI-1175 in the Bureau Clearance and Control Number box, the paperwork package **must** be cleared by the CA/NV Operations Office.
4. Regional Director or Assistant Director initials the DI-1175 in the Bureau Clearance and Control Number box and faxes package to Felicia Mathis in the FWS International Affairs office at least 45 days prior to travel at: fax (202) 208-4674, phone (202) 208-6393.
5. FWS International Affairs office forwards the documents to the FWS Director who then initials and sends it on to the Assistant Secretary for Fish and Wildlife and Parks for signature. It is then faxed to Kathryn Washburn, DOI Director of International Affairs.
6. Once completely signed, a copy of the signed DI-1175 is faxed back to FWS International Office and to DOI-ITAP for their records.

Please process the travel documents via fax. Original signatures are not necessary.

**For FWS Law Enforcement Travelers
(Only Special Agents and Wildlife Inspectors)**

FWS LE international travel documents consists of:

- Foreign Travel Certification Form - DI-1175
- Background Memo (No signatures are needed on the Background Memo.)

These documents are treated as a single package that must reach FWS's International Office 45 days before the date of departure.

Please DO NOT obtain signatures on "Signature of Head of Bureau" line. This will only slow the process down considerably. Rather, initials should be put in the "Bureau Clearance and Control Numbers" box located in center right of the DI-1175 form.

1. ITAP faxes to the traveler the DI-1175 and Background Memo.
2. Immediate supervisor initials the DI-1175 in the Bureau Clearance and Control Number box and passes the international travel document package to the Special Agent in Charge.
3. All California and Nevada employees are reminded that after their immediate supervisor surnames the DI-1175 in the Bureau Clearance and Control Number box, the paperwork package **must** pass through the CA/NV Operations Office.
4. The Special Agent in Charge initials the DI-1175 in the Bureau Clearance and Control Number box and faxes the international travel document package to Kevin Adams, Chief of Law Enforcement at: (202) 208-3143.
5. Kevin Adams, Chief of Law Enforcement, initials the DI-1175 in the Bureau Clearance and Control Number box and faxes the package to Felicia Mathis in the FWS International Affairs office at: fax (202) 208-4674, phone (202) 208-6393.
6. FWS International Affairs office passes the package to the FWS Director who then sends it on to the Assistant Secretary for Fish and Wildlife and Parks for signature. It is then faxed to Kathryn Washburn, Director of International Affairs.
7. Once completely signed, a copy of the signed DI-1175 is faxed back to FWS International Office for their records, and a copy is given to DOI-ITAP.

Please process the paperwork package via fax. Original signatures are not necessary.

For NPS Travelers

Reminder: The processing of international travel documents takes time! It is the traveler's responsibility to see that the documents move swiftly through the system. If fully signed international travel documents are not in the DOI-ITAP office at the time of scheduled departure, the traveler will not be allowed to go on assignment. Note: DOI-ITAP prepares the travel authorization and obtains necessary signatures on behalf of its travelers. Following are the guidelines for the other necessary travel documents.

NPS international travel documents package consists of:

- Foreign Travel Certification Form - DI-1175
- Travel Authorization
- NPS Justification Memo

These documents are treated as a single package that must reach the NPS International Affairs Office (NPS-OIA) 32 days before the date of departure. (Note: DOI-ITAP prepares the travel authorization and obtains necessary signatures on behalf of its travelers.)

1. DOI-ITAP faxes the international travel documents to the traveler.
2. Appropriate supervisor superintendent, or division chief level initials his/her concurrence on the NPS Justification Memo ONLY. (The other international travel documents do not get signed at this stage.)
3. International travel documents package are faxed to the Regional Director or Associate Director.
4. The Regional Director or Associate Director initials his/her concurrence on the Justification Memo ONLY. (The other paperwork does not get signed at this stage.)
5. International travel documents package are faxed to NPS/OIA at: (202) 371-1446.
6. NPS/OIA sends the package through the NPS Deputy Director to the Assistant Secretary for Fish, Wildlife and Parks.
7. NPS/OIA faxes the signed DI-1175s to Kathryn Washburn, DOI Director of International Affairs.
8. Once completely signed, a copy of the signed DI-1175 is faxed back to NPS/OIA for their records, and a copy is given to DOI-ITAP.

Please process the international travel document package via fax. Original signatures are not necessary.