

Country Clearance Requirements

FRANCE

- International mobile phone number*
- Complete travel information (flight/train/dates/times) for all legs of the journey
- Host information (name/phone number) and all official venue information (address/venue phone)
- Work supervisor information (name/email/mobile phone)
- Emergency contact (name/phone number)
- Registration in the STEP system: <https://step.state.gov/step/pages/common/citizenship.aspx>
- Security briefing from DOE Counterintelligence Office (if traveling for more than 10 business days)

SPAIN

- Complete contact information: cell phone number, personal email address
- Complete flight information

CHINA

- Security briefing from DOE Counterintelligence Officer, Mark Irish (irish4@llnl.gov)

JAPAN

- International mobile phone number*

INDIA | ISRAEL | SOUTH AFRICA

- Completion of High Threat Security Overseas Seminar (HTSOS) training

*SLAC Travel Office has international enabled cellular wireless phones available for short-term loan to employees going on international travel to carry out official laboratory business

Travel Resources

The Hartford (800.243.6108)

- Pre-trip information
- Emergency medical assistance
- Personal assistance services
- Available 24/7

International SOS (650.497.9788)

- Emergency evacuation
- Security evacuation assistance
- Travel assistance
- Available 24/7

What airline can I use?

Travel must be on a U.S air flag carrier. However, the Open Skies Agreement allows the use of a European Union (EU) airline when traveling to a destination serviced by and EU airline.

Helpful Tips

1. Provide an airfare comparison when combining personal and business travel.
2. Provide an emergency contact (name/phone number) when embarking on international travel.
3. Book your next business trip on SLAC's Egencia to receive Stanford negotiated rates with airlines providers.
4. Deduct meals (on your expense report) provided as part of the registration fee entitlement.
5. Personal days may not exceed a two business days to one personal day ratio (2:1).
6. Be sure to include itemized receipt(s)/Proof of payment with your expense report.
7. Provide an explanation for miscellaneous expenses claimed on your expense report.
8. For stays of more than 30 days in one location, the per diem rates are 55% of the published rate.
9. International travel of 30 consecutive days or more must take the Serving Abroad for Families & Employees (S.A.F.E.) training.