

Foreign Travel (conference agendas and speakers notes)

Why am I required to submit a conference agenda, plus my speakers notes if I'm speaking in the conference? Is this a SLAC or DOE requirement?

This is a DOE requirement that is published in DOE Order 551.1D and signed by the Deputy Secretary. The documentation is required for the Responsible Program Secretarial Officer (RPSO), the Deputy Secretary or the Secretary of DOE to review the conference attendance.

I don't have my final presentation notes as I'm still in the process of getting it ready. Can I submit my current presentation outline or draft with my FTA for now?

Yes, a good outline or draft will be acceptable for now. However, please email your final notes to travel@slac.stanford.edu before you depart for your trip. This will be uploaded to DOE's Foreign Travel Management System (FTMS).

How can I fulfill the presentation notes requirement if I will not be speaking in the conference?

You are not required to submit presentation notes if you will not be speaking in the conference. You just need to submit the conference agenda with your Foreign Travel Authorization (FTA).

Will my foreign trip be approved by the DOE and country clearance granted by the U.S. Department of State if my presentation notes is not submitted before the trip?

Your foreign travel approval from DOE and U.S. Department of State will not be granted until the documents are submitted. If your travel was approved based on your presentation draft or outline but there was no subsequent follow up with final notes, your future foreign travel may be disapproved.

Do I still need to submit the agenda and speakers notes if foreign travel to the conference is not being paid by DOE funds?

Yes, it applies if you are traveling on SLAC official business. i.e. you are traveling on SLAC paid time, or will be discussing work done at SLAC.

-----Original Message-----

From: travel-admin@slac.stanford.edu [mailto:travel-admin@slac.stanford.edu] On Behalf Of Travel Office

Sent: Tuesday, July 17, 2012 1:24 PM

To: travel-admin

Cc: Yee, Brittany

Subject: Foreign travel to conference requires agenda and presentation notes submission

As part of the Department of Energy's recently established new foreign travel rules, SLAC is required to change its conference attendance procedure. Effective immediately, for foreign travel that ends after July 31, 2012, a traveler who is attending a conference must have the conference agenda and presentation notes (if speaking at the conference) submitted with the Foreign Travel Authorization (FTA) before the trip begins. These documents will be submitted by the Travel Reimbursement Office to the DOE as part of the foreign travel pre-approval process. Please note that the above procedure does not apply to domestic travel.

Please read the frequently asked questions below for more information. If you have additional questions, contact the Travel Reimbursement Office at travel@slac.stanford.edu.

Frequently Asked Questions and Scenarios:

Q: I have already included the link to the conference website on the FTA. Do I still need to attach the conference agenda to my FTA?

A: Yes, please attach a printed copy of the agenda to your FTA. If you are submitting your signed FTA via email, please attach the agenda to the email. DOE requires a separate upload of the agenda to their Foreign Travel Management System (FTMS), providing just the conference link does not help in fulfilling the requirement.

Q: I don't have my final presentation notes as I'm still in the process of getting it ready. Can I submit my current presentation outline or draft with my FTA for now?

A: Yes, a good outline or draft will be acceptable for now. However, please email your final notes to travel@slac.stanford.edu before you depart for your trip. This will be uploaded to the FTMS.

Q: How can I fulfill the presentation notes requirement if I will not be speaking in the conference?

A: You are not required to submit presentation notes if you will not be speaking in the conference. You just need to submit the conference agenda with your FTA.

Q: Will my foreign trip be approved by the DOE and country clearance granted by the U.S. Department of State if my presentation notes is not submitted before the trip?

A: Your foreign travel approval from DOE and U.S. Department of State will not be granted until the documents are submitted. If your travel was approved based on your presentation draft or outline but there was no subsequent follow up with final notes, your future foreign travel may be disapproved.

Best,
Melissa Lim | Travel Manager
SLAC Travel Reimbursement Office | 650.926.4346
travel@slac.stanford.edu
<http://www-group.slac.stanford.edu/ocfo/travel/default.htm>

This email is a direct communication from the Travel Reimbursement Office to administrators in the Travel-Admin mailing list. To subscribe or unsubscribe to Travel-Admin, visit <https://LISTSERV.SLAC.STANFORD.EDU/cgi-bin/wa?SUBED1=TRAVEL-ADMIN&A=1>.
