

September 15, 2010

**New Foreign Travel Authorization (FTA) forms** are now available in the Travel website. If you have old forms on your desktops, please make sure to use the current ones from the website.

The following are some of the updates to the FTA form:

- 1) The late waiver request form and the car rental forms have been integrated as part of the new FTA. There are 2 new sections in the FTA to capture the information.
- 2) Easier instructions and link to FAQs on cover page
- 3) “Smart” fields like drop down boxes and clickable calendars (works on .docx version only). If .docx word documents does not work on your computer, please use the .doc version. Both are available online.
- 4) Fields irrelevant to the travelers (but relevant to the Travel Staff only) have been removed. The field numbering is still mapped to the FTMS and may be skewed as a result of the removal; but please ignore it.
- 5) “First time traveler only” section more clearly indicated. Frequent SLAC traveler will not need to enter these fields.
- 6) Personal days can now be entered in the same section (Section III, #37a) as the business dates and destination. There is no need to add a separate “Section III” just for recording personal days.
- 7) Updated Review and Approvals section.
- 8) Added new FTMS required fields

Please note the following:

- International cell phone numbers of the traveler’s or others in the same travel party are acceptable for entering in “after hours international phone”.
- The submission deadline is 45 days regardless of sensitive or non-sensitive countries.

Forms are located at: <http://www-group.slac.stanford.edu/ocfo/travel/forms.html>