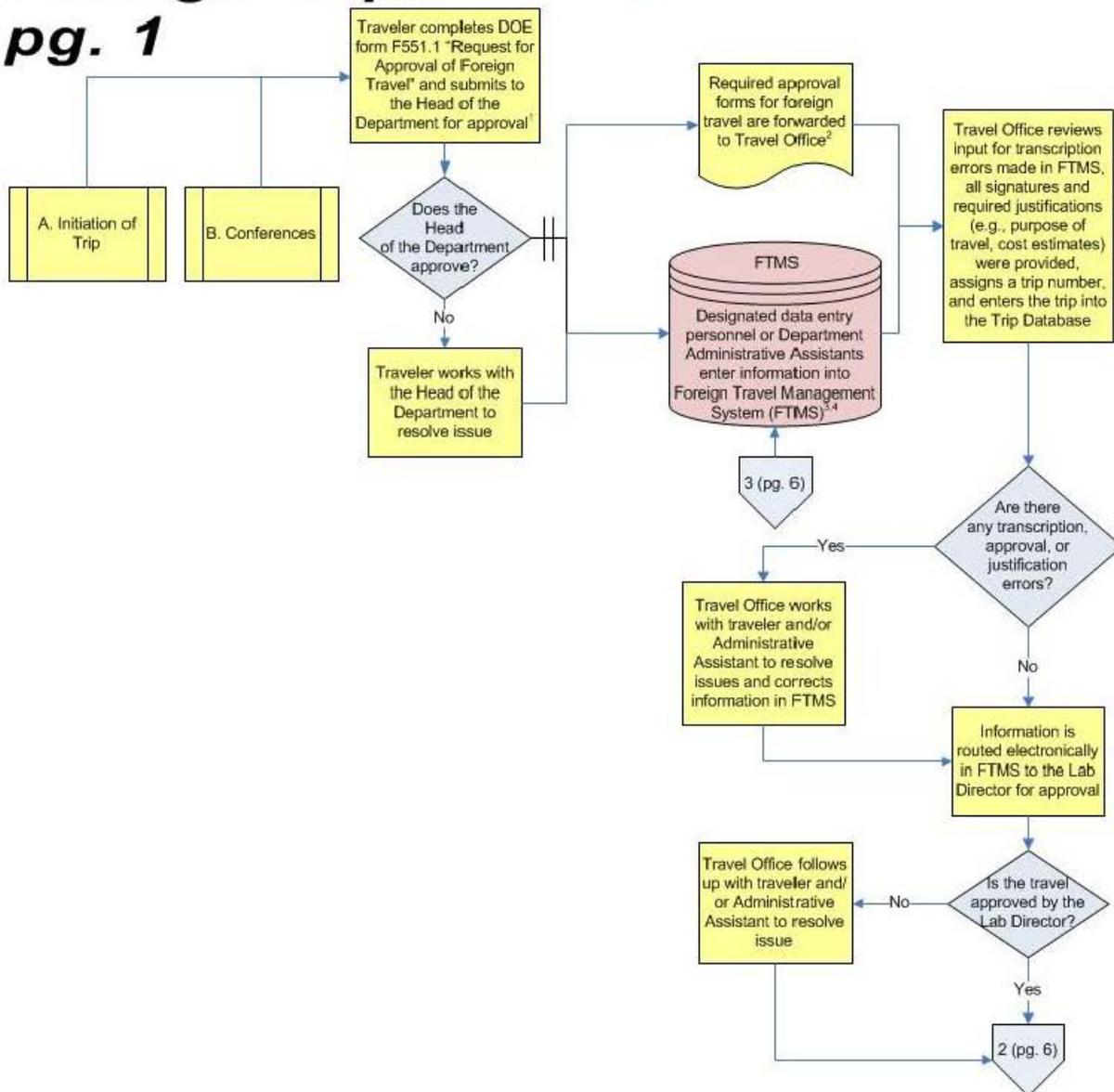


Authorization of Foreign Trips



PRINCETON
PLASMA PHYSICS
LABORATORY

pg. 1



¹ Traveler can also type directly in FTMS, print the screen, and get the screenshot approved by the Head of the Department.

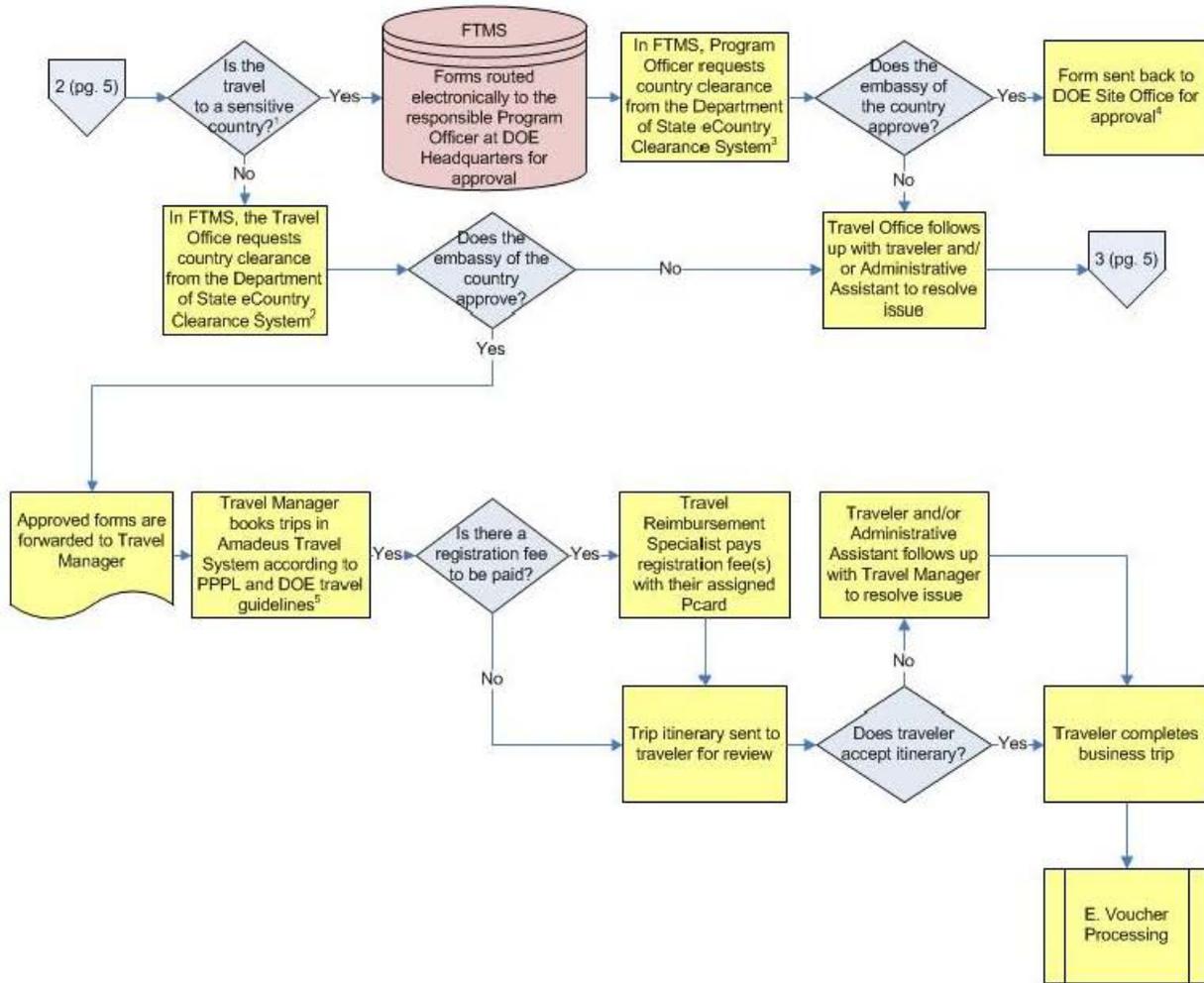
² Approved forms may be forwarded either in hard copy or soft copy with personally identifiable information removed and with electronic signatures.

³ FTMS is the DOE Travel System used for the routing of required approvals for foreign travel. For data entry purposes, each PPPL cost center has a designated data entry user. The Travel manager manages the user access list in FTMS. Information can be entered into FTMS prior to obtaining all approvals; however, all approvals must be received before travel can occur. The form can be withdrawn if all approvals at PPPL are not granted.

⁴ If there is information missing, the Travel Office also has the ability to enter information into FTMS, but data entry is typically completed by the Administrative Assistants. User must be a United States (US) citizen to access the system.

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¹ DOE follows the Department of State sensitive countries guidance. Countries are considered sensitive due to concerns about their activities which effect US national security interests, including, but not limited to, nuclear proliferation, regional instability, and/or support for terrorism.

² Clearance is requested by embassies of host countries for travel to non-sensitive countries, and clearance is requested by embassies of host countries and DOE for travel to sensitive countries.

³ The Program Officer at DOE Headquarters may request or may delegate to PPPL to request as well.

⁴ A Cable Number is a unique identifier assigned by the Department of State. DOE will not approve foreign travel requests unless a Cable Number is obtained.

⁵ For non-sensitive countries, tickets can be purchased before country clearance has been issued.