

Monthly Travel Meeting

February 2019

Topics:



Travel Emergencies



Different Types of PPPL Travel



Travel Updates

Travel Emergencies

? What is a travel emergency?

- Traveler becoming incapacitated by illness or injury
- Lost or stolen passport
- A catastrophic occurrence or impending disaster, such as fire, flood, or act of God (natural or manmade disasters)
- Arrest or detention abroad
- International financial scams
- Forced Marriage... etc.

Pre-Travel

1. Provide accurate information on travel forms (TAF, FTMS)
 - Info provided is forwarded to DOE and the US Embassy of the host country (country clearance)
 - Consular offices are required to know about all scientific activities conducted during official foreign travel. In some cases, the embassy will provide a contact at the embassy for the traveler. The embassy may request a meeting or report from the traveler
 - For travelers who have received country clearance, Department of State will provide assistance in situations including, but not limited to, political unrest, health emergencies, and crime
 - The embassy may have knowledge of reasons or situations which would prohibit the visit during the proposed period, and may therefore refuse to provide clearance

Pre-Travel

Request Summary

Itinerary #:2245787

Date Requested:1/30/2019

Request Summary

Travel Itinerary					
Destination Country	Destination Cities	Start Date	End Date	Status	
FRANCE	CADARACHE	2/18/2019-2/22/2019	2/18/2019	2/22/2019	APPROVED

Travelers

Name: [REDACTED]

Agency:
Department of
Energy

Contact Info: [REDACTED]

Employment
Type:
Contractor

Country of Birth: [REDACTED]

Passport
Type:
Personal

Emergency Contact: Supervisor: Jonathan Menard (o) +1609-243-2037 (m) 609-313-3198 (e)
jmenard@pppl.gov / PPPL-DOE/Emergency Ops Center +1 609 243 2536; commcent@pppl.gov;
travel@pppl.gov

Passport #:

Clearance: None

Passport
Country:
[REDACTED]

Request Unescorted CAA Access: No

Additional Info: International Cell Phone: +1 410-375-5387 Affiliation: PRINCETON PLASMA PHYSICS
LABORATORY Traveler is a third-party contractor whose contract DOES mandate Embassy Accountability while on
official travel.

Other Group Members:
None

Pre-Travel

Carrier Information						
Carrier and #	Mode	Departure Point	Departure Date/Time	Arrival Point	Arrival Date/Time	
United Airlines, Inc. UA30		Newark (EWR)	2/17/2019 5:30:00 PM	Munich	2/18/2019 7:20:00 AM	
United Airlines, Inc. UA9475		Munich	2/18/2019 11:05:00 AM	Marseille	2/18/2019 12:45:00 PM	
Ground Transportation (car, bus, train, boat, etc.)		Marseille	2/18/2019 2:00:00 PM	Aix en Provence	2/18/2019 3:00:00 PM	
Ground Transportation (car, bus, train, boat, etc.)		Aix en Provence	2/22/2019 3:00:00 AM	Marseille	2/22/2019 4:00:00 AM	
United Airlines, Inc. UA9474		Marseille	2/22/2019 6:10:00	Munich	2/22/2019 7:45:00	

United Airlines, Inc. UA31	Munich	AM	2/22/2019 9:20:00 AM	Newark (EWR)	AM	2/22/2019 12:50:00 PM
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Request Details						
FRANCE						
Clearance From	Agency/Section/Other	Arrival Date	Departure Date	Status		
FRANCE/PARIS - EMBASSY	DOE - DEPARTMENT OF ENERGY	2/18/2019	2/22/2019	APPROVED		
Other Posts & Sections to be Informed						
Post	Section					
Destination Cities	CADARACHE	2/18/2019-2/22/2019				
VIP Visit?	No					
Purpose of Visit	(CADARACHE) Disseminate and publish research done at PPPL using funds from United States Department of Energy (DOE). In the Cadarache site of CEA the PPPL x-ray group (Luis F. Delgado-Aparicio, Brent Stratton and Ken Hill) will visit the CEA laboratory - in the area of Aix en Provence - that houses the WEST tokamak. The x-ray group at PPPL is establishing a firm collaboration agreement with CEA scientists to deploy three diagnostics for the study of magnetically confined fusion plasmas. Host: (Phillipe Lotte (philippe.lotte@cea.fr):(33) 442 254 957) Venue: ITER Organization Headquarters CEA Cadarache, 13115 Saint-Paul-Lez-Durance, France	Access to Building Required? No POC at post <i>None</i> Unescorted Access to PCC Required? No Fiscal Data: <i>None</i> Other Comments/Remarks: Traveler confirmed enrollment in STEP Hotel Reservations? No Airport Assistance/Transportation? No Accompanying Pouch? No Appointment Request? No Other Needed Assistance? No				
Hotel Accommodations						
Hotel Name	Street Address	City	Rate	Local Telephone #	Confirmation #	
Marriott Hotel Aix en Provence	320 Avenue Wolfgang Amadeus Mozart, 13100 Aix-en-Provence, France	Aix en Provence		+33 4 86 91 55 00		

Pre-Travel

Control Officer: Bahnak, Jess

Post: PARIS - EMBASSY

Email: BahnakJD@state.gov

Phone: +33 (0) 1 4312 2576

Airport Assistance /

Transportation:

Appointment

Request:

Expediter:

Other Provided

Assistance:

Comments: TRAVELLER ADVISED TO REGISTER IN THE STEP NOTIFICATION SYSTEM:

<https://step.state.gov/step/pages/common/citizenship.aspx> REMINDER: DOE/NNSA federal and contractor employees traveling to France under COM Authority/eCC are fully accountable to the U.S. Embassy and are bound by the following travel-related obligations. This includes, but is not limited to, personal accountability to the U.S. Embassy in the event of an emergency or drill. Should an emergency or drill occur, the U.S. Embassy will contact the traveler via the information provided in the eCC to confirm safety and well-being. The traveler is OBLIGATED to respond to such contact IMMEDIATELY. Inability of the U.S. Embassy to reach the traveler in a timely manner will result in serious consequences up to and including expulsion from the country and/or disapproval of future travel. Complete and accurate information in the eCC is required; inaccurate information resulting in the inability of the Embassy to reach the traveler is unacceptable. Travel offices are required to apprise the traveler of these obligations and confirm their understanding of these requirements. - All information submitted in an eCC must/must be fully accurate and is the responsibility of travel offices and travelers. The following information

and actions are REQUIRED: o An ACCURATE INTERNATIONALLY ENABLED MOBILE PHONE NUMBER IS REQUIRED – the traveler must have the telephone fully charged, turned on, and must monitor the phone and accept phone calls at any time. [NOTE: Often times, calls from the US Embassy or other automated devices may appear as strange phone numbers, or numbers which are not immediately known. The traveler is advised to still answer the call as it will save time.] o Both work and, if relevant, personal email addresses that are immediately accessible to the traveler 24 hours a day/7 days a week – the traveler is responsible for constantly monitoring their email in the event they are contacted by the Embassy. o Point(s) of Contact (name/phone number/title) and all official meeting/venue information (address/venue phone) in France. THIS INCLUDES INFORMATION FOR ALL VISIT LOCATIONS THROUGHOUT FRANCE. o Emergency contact information in the US: Work Supervisor: name/email/office phone/mobile phone o Emergency contact information in the US: DOE facility watch office/emergency operations center: phone number and email o Full ACCURATE hotel information (name/address/phone number) covering each night of stay in France on official business is REQUIRED. The traveler is to stay at the hotel(s) which are noted o Travelers are advised to register in the STEP system: <https://step.state.gov/step/pages/common/citizenship.aspx> - Any changes to the above information due to changes in travel plans, dates, locations, itineraries (including hotels and flights), as well as trip cancellation/curtailment must/must be logged in the eCC system by the traveler's travel office and an updated eCC APPROVED by the U.S. Embassy. - Any personal leave time under the period covered by the eCC must/must be clearly indicated in the cable with a location. - Travelers should remain aware of the security situation in France and monitor local news. Should a security incident occur, travelers should not wait to be contacted by the U.S. Embassy. Travelers should be proactive and contact their control officer by both email and telephone.

Pre-Travel

2. Make photocopies of your passport and driver's license
3. Note the location of the nearest US Embassy
4. Ensure you have a working international enabled cell phone
 - Enable international plan with your cell phone service provider
 - Contact Telecommunications MS26 or telecom@pppl.gov to request a lab cell phone if necessary
5. All US Citizens are encouraged to enroll in the Safe Traveler Enrollment Program (STEP) at: <https://step.state.gov/step/>
 - **Mandatory** for France travels
6. Review OMO's email regarding health info
 - International SOS
 - [Centers for Disease Control & Prevention](#)
Federal agency that conducts and supports health promotion, prevention and preparedness activities in the United States

International SOS

ISOS provides international medical, security, and travel assistance to Princeton faculty, staff, and students. ISOS is the world's largest medical and security assistance company with more than 3,000 professionals in 24-hour assistance centers, international clinics, and remote-site medical facilities across five continents.

[International SOS](#) recommends that in the event of an emergency you contact the closest lead assistance center:

If calling from the US, Mexico, Central or South America:

Philadelphia, PA

24 hours: (215) 942-8226

Toll free from the US: (800) 523-6586

Toll free from Canada: (800) 441-4767

If calling from Europe, Russia, Africa, or the Middle East:

London, England

24 hours: 44-20-8762-8008

If calling from Asia, Australia or the Pacific Rim:

Singapore

24 hours: 65-6338-7800



Princeton University

International Health Coverage

The University provides [international health coverage](#) to all faculty and staff with a current passport who are temporarily traveling as part of a University activity, program, research, or other sponsored travel.

In the event that you are asked to provide evidence of this coverage (e.g. as a Visa application requirement), please contact Missy McGinn, Associate Director, Risk Management (hmcginn@princeton.edu) or Sarah Kiely, Insurance Coordinator (skiely@princeton.edu).

Coverage is provided by Nationwide Insurance in conjunction with International SOS. There is no enrollment required and there is no separate ID card. Simply utilize your [International SOS Membership card](#).



Lost / Stolen Passport

[Review the US Embassy of visiting country's website for detailed info](#)

Replacing a Lost, Stolen, or Damaged Passport

Please report the loss/theft of all U.S. passports to the local police and apply for a replacement passport at the U.S. Embassy or Consulate serving your area as soon as possible. If your reported lost or stolen passport is found after a replacement passport is issued to you, the original passport cannot be used for travel.

A personal appearance is required to apply for a replacement passport. Please submit the following items:

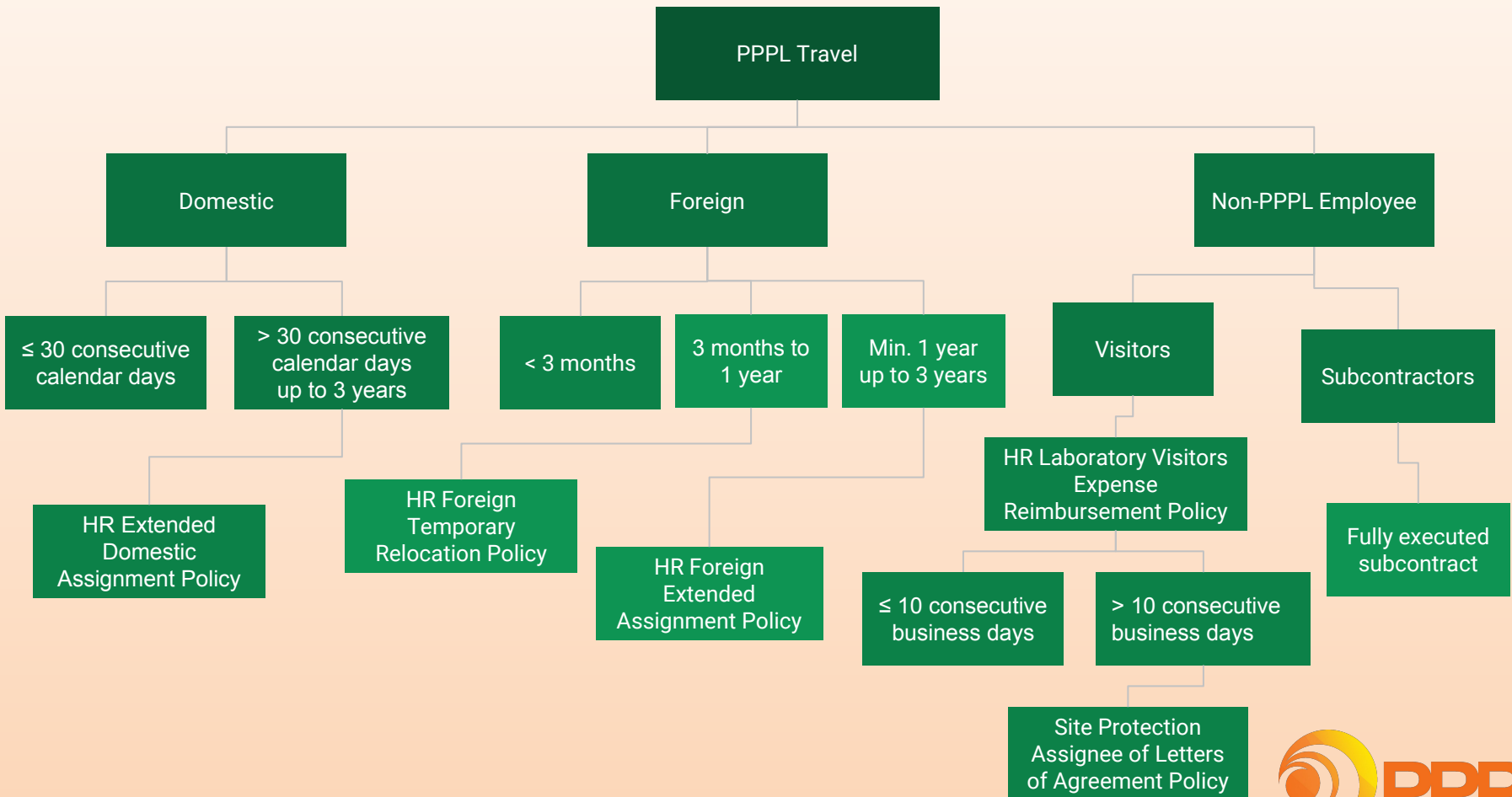
- **Passport application**
- **Police Report for lost/stolen passport**
Report the loss to the police station nearest to where you lost your passport and bring that report with you.
- **Proof of U.S. Citizenship (If applicable)**
Original U.S. birth certificate, naturalization certificate, Consular Report of Birth Abroad or previous U.S. passport.
- **Proof of Identity (If applicable)**
Driver's license, military I.D., etc.
- **One passport photograph**
Sized 2" X 2" (or 5 cm X 5 cm) with a white background taken within the last six months/no eye glasses/no uniforms. (U.S. passport and Korean passport photo sizes are different.)
- **Payment for emergency passport**
 - **US or International credit card** – All credit card transactions are in U.S. dollars.
 - **Cash**

When in a Travel Emergency...

- Contact local police
- Contact International SOS
- Contact the nearest US Embassy
- Contact PPPL Head of Site Protection
Michael Sonne
msonne@pppl.gov
(609) 243 2899
- Contact PPPL Travel Office
travel@pppl.gov

Different Types of PPPL Travel

The PPPL Travel policy applies to all PPPL travel. In some cases, other policies or guidelines will also apply in addition to the Travel policy.



Questions? Comments?