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	U·S·DEPARTMENT OF THE INTERIOR **OFFICE OF SURFACE MINING** **RECLAMATION AND ENFORCEMENT** **DIRECTIVES SYSTEM**	**Subject Number:** TRV-2 **Transmittal Number:** 761 **Date:** JAN 19 1993

Subject: FOREIGN TRAVEL

Approval: **Title:** Director

1. Purpose. This directive establishes Office of Surface Mining Reclamation and Enforcement (OSM) policy and procedures for foreign travel of OSM employees and for all other persons traveling on OSM business whose travel costs will be reimbursed by OSM.

2. Definition.

Foreign Travel. Foreign travel as used in this directive means travel by OSM employees on official business to any point outside the United States, District of Columbia, United States territories, the Commonwealth of Puerto Rico, and the Trust Territory of the Pacific.

3. Policy/Procedures.

a. General Policy. It is the policy of OSM that the number of travelers and the number of trips to foreign countries be held to an absolute minimum necessary for the conduct of essential business and to accomplish Agency objectives.

b. Approval of Foreign Travel.

(1) General Responsibility. Attachment 1, "Procedures for Requesting and Approving Foreign Travel", summarizes in outline form, the responsibilities described below.

(2) Traveler's Responsibilities.

(a) It is the traveler's responsibility to prepare the Foreign Travel Certification (DI Form 1175, Attachment 2) and Travel Authorization in accordance with this directive, and to submit it through the appropriate channels no later than 60 days prior to the departure date. The DI Form 1175 should contain (or have attached) specific justification and objectives of the trip, name(s) of senior participant(s), itinerary, and a listing of major events, meetings, and appearances. Included also should be a transmittal memorandum (outlining the itinerary) from the Director, through the Assistant Secretary - Land and Minerals Management to the Assistant Secretary - Territorial and International Affairs.

(b) Annual leave authorized in connection with foreign travel should comply with OSM leave policy and should not negatively affect the

accomplishment of the official business carried out on the foreign travel. Approved annual leave should be shown on the travel authorization when it will exceed one workday. The amount of leave to be authorized is discretionary with the approving official. Approval should take into account the effect of the leave on accomplishment of the travel purpose.

(3) Assistant Director and Deputy Director Responsibilities. The appropriate Assistant Director and Deputy Director are responsible for determining that the travel is in the interest of OSM and that all the required documentation is provided in the travel request. If approved by the Assistant Director, the travel request will be forwarded through the Deputy Director to the Director, OSM, no later than 45 days prior to the departure date. When travel involves more than one employee from the same Directorate, separate DI Form 1175's and Travel Authorizations shall be submitted for each traveler, and all travel requests shall be sent as a package to the Director, OSM.

(4) Director's Responsibilities. The Director, OSM will determine if the requested travel is in the best interest of the Department. If the Director approves the travel request, it will be forwarded to the Department no later than 30 days prior to the travel.

Requests will be reviewed by the Assistant Secretary - Land and Minerals Management and will be forwarded to the Assistant Secretary - Territorial and International Affairs. The Assistant Secretary - Territorial and International Affairs will review the request and upon concurrence will forward the request to the Assistant Secretary - Land and Minerals Management for final approval.

Requests which receive final approval will be returned to the Director, OSM. The travel authorizations will be signed by the Director and forwarded with an approved copy of the DI Form 1175 to the employee. These documents must be in the possession of the employee before the travel commences.

(5) Special Clearance Requirements.

(a) When foreign travel requires an employee to be away for more than 30 days, requesters shall provide a statement to the approving authority regarding the effects, if any, which such extended absence might have on the accomplishment of domestic mission assignments.

(b) If the employee will be accepting a gift of travel expenses from a foreign government under statutory authority 31 U.S.C. 1353, approval of the acceptance of the gift must be obtained from the Deputy Ethics Counselor, through the Associate Ethics Counselor and approved by the Assistant Secretary - Land and Minerals Management.

(c) Papers or speeches which reflect foreign policy or present Departmental positions on international programs, policies, and missions shall be cleared by the Office of the Assistant Secretary - Territorial and International Affairs 30 days in advance of initiation of travel.

(d) A security clearance and/or briefing may be required for foreign travel to certain countries. This requirement is explained in detail in the Department Manual (442 DM 4.4) and in OSM Directive PER-13. When the travel will be to or through one of the countries specified in 442 DM 4.4E, the traveler should contact the OSM Security Officer and provide trip itinerary information 30 days prior to departure to arrange for a briefing. The OSM Security Officer will coordinate briefings with the office of the Assistant Secretary - Territorial and International Affairs.

(e) Business should not be conducted with officials of foreign governments without the knowledge of the Chief of the U.S. Diplomatic Mission in that country who is responsible to the President for the coordination and supervision of all U.S. activities in the country to which he/she is accredited. The traveler is responsible for ensuring that such notice is given via State Department airgram or telegram to the Chief of Mission through the appropriate Department of State country officer. The traveler will prepare the airgram or telegram for the Director's signature. The information required by the Department of State is outlined in Attachment 3, which provides the Administrative procedures for U.S. visitors to India. This communication should be made 30 days prior to departure to allow time for receipt of any response from the State Department.

(f) Employees receiving invitations to attend and/or participate in an overseas meeting or conference must obtain approval of their foreign travel before accepting the invitation or agreeing to present a paper.

(6) Emergency Foreign Travel. If the Director, OSM determines that the travel is an emergency, the lead time for submitting the travel request may be circumvented. However, the travel request must be approved by the appropriate officials before the travel commences. In cases of extreme emergency (e.g., response to foreign natural disasters where OSM staff has been asked to participate as part of an international relief effort) travel may be undertaken with the verbal approval of the Director or Deputy Director. In such instances, the final approval process outlined above must be completed within 10 working days of the trip's origination.

c. Travel Procedures.

(1) Worldwide Lodgings Plus System. This is a revised computation reimbursement system that applies to travel beginning on or after December 1, 1990, when this system went into effect. Under the Lodgings-Plus foreign-area per diem system, reimbursements are limited to actual lodging expenses (up to a maximum dollar lodging amount) plus an amount for Meals and Incidental Expenses.

(2) Use of Foreign Currency and U.S. Dollars. To the maximum extent possible, excess and near-excess foreign currency, instead of U.S. currency should be used to defray the cost of foreign travel. A traveler receiving a U.S. dollar travel advance for travel expense should convert the U.S. dollars, plus other funds he/she intends to use for personal expenses into U.S.-owned foreign currency upon arrival in such countries. This should be accomplished through the Accommodation Exchange Service provided by U.S. disbursing officers at the appropriate American Embassy or by cashiers at the U.S. Consulates.

(3) Passports, Visas, and Immunizations. Official passports are issued by the Passport Office of the Department of State. These are issued for specific travel assignments and are valid five years from date of issuance. They cannot be used for pleasure or personal business. When travel has been completed, the passport must be returned to Branch of Travel Services, Office of Administrative Services (PMO), Office of the Secretary, Washington, D.C. 20240, for safekeeping.

Procedures in obtaining a passport:

1. All travelers must provide the Branch of Travel Services, PMO, with an approved copy of the DI-1175.

2. The PMO will provide the traveler with a letter of justification and a Passport Application, DSP11, to complete.

3. Proof of citizenship is established by: birth certificate or a certified copy of birth certificate or certificate of naturalization.

4. 2 photographs of the applicant are required, 2 x 2 inches in size, no more than 6 months old, of passport quality and signed on the reverse side.

5. The application and all documentation must be personally presented to and executed by a passport agent.

Visas - The PMO will advise the traveler of any needed visas and acquire the visa for the traveler. The passport must be issued before a visa can be acquired.

Immunizations - The Department's Division of Medical and Health Services, Office of Personnel, will determine what immunizations are necessary for travel to a country.

(4) U.S. Flag Carriers. The Fly America Act requires Federal employees and their dependents, consultants, contractors, grantees and others performing foreign air travel financed by U.S. money to travel on a U.S. Flag carrier, which is an air carrier holding a certificate under Section 401 of the Federal Aviation Act of 1958. A foreign flag air carrier may be used if a U.S. Flag air carrier is not able to provide the service or the use of a U.S. Flag air carrier will not accomplish the agency's mission.

(5) Rest Stops When Travel Outside CONUS is Involved. When travel is direct between authorized origin and destination points which are separated by several time zones and either the origin or destination point is outside CONUS, a rest period not in excess of 24 hours may be authorized or approved when air travel between the two points is by less-than-premium-class accommodations and the scheduled flight time, including stop-overs, exceeds 14 hours by a direct or usually-traveled route.

(6) International Dateline. In computing per diem in cases where traveler crosses the international dateline (180th meridian), the actual elapsed time shall be used to compute per diem rather than calendar days.

d. Trip Reports. OSM employees are required to submit trip reports for all foreign travel. These reports must be forwarded so as to be delivered to the Assistant Secretary, Territorial and International Affairs within 10 working days of the traveler's return.

The Department requires that trip reports contain the following information:

- Title of the meeting(s) attended.
- Location and dates of the meeting(s).
- Purpose of the trip.
- Names and titles of individuals contacted.
- An evaluation of the benefits of the trip in terms of OSM or Departmental missions or foreign policy objectives.
- Problems encountered and positions taken.
- Recommendations for future actions, including the organization responsible for follow-up activities.

A suggested format is furnished as Attachment 4.

All trip reports must reference the control number assigned to the approved Foreign Travel Certification form (DI-1175) by the Office of the Assistant Secretary for Territorial and International Affairs.

Trip reports will be submitted to the Assistant Secretary for Territorial and International Affairs through the Director, OSM.

4. Reporting Requirements. None.

5. References:

a. Departmental Manual, 347 DM7 and 8, and 442 DM4.
b. Departmental Bulletin 85-1, dated 10/03/85.
c. 5 CFR Part 2635.204.
d. OSM Directive PER-13.
e. 31 U.S.C. 1353.

6. Effect on Other Documents. TRV-2, Foreign Travel, Dated 3/22/88 is hereby cancelled in its entirety.

7. Effective Date. Date of issuance.

8. Contact. Assistant Director, Finance and Accounting, (202) 208-2560.

Attachment 1

PROCEDURES FOR REQUESTING AND APPROVING FOREIGN TRAVEL

Employee submits travel request forms through the appropriate channels to the Assistant Director no later than 60 days prior to travel.

Deputy Director, Assistant Director or Staff Office Head reviews forms for proper justification and documentation and, if approved, forwards through the Deputy Director as appropriate, to the Director, no later than 45 days prior to the travel. (If there will be the acceptance of a gift of the travel expenses under 31 U.S.C. 1353, the travel request must be reviewed and signed by the Deputy Ethics Counselor prior to submission to the Director, OSM, and Assistant Secretary - Land and Minerals Management for approval.)

Director, OSM reviews request. If approved, the request will be forwarded to the Assistant Secretary - Land and Minerals Management no later than 30 days prior to travel.

Assistant Secretary - Land and Minerals Management will review and forward to the Assistant Secretary - Territorial and International Affairs.

Assistant Secretary - Territorial and International Affairs will review the request, and upon concurrence will forward the request to Assistant Secretary - Land and Minerals Management for final approval and return the request to the Director, OSM.

If travel request is approved by the Assistant Secretary - Territorial and International Affairs, the Director, OSM will sign the travel authorization and forward it, along with an approved copy of the DI Form 1175, to the employee.

Attachment 2

Form DI—1175
(November 1966)

UNITED STATES
DEPARTMENT OF THE INTERIOR

FOREIGN TRAVEL CERTIFICATION

Bureau or Office

Date

INSTRUCTIONS

Head of bureau or office will execute and submit for secretarial approval. Explain, on reverse, items *not* checked below. | Gives names and bureaus or offices or other Departmental officials to attend same foreign meeting or conference.

Name of traveler and date of birth	Position title and grade	Security clearance ☐ Top Secret ☐ Secret ☐ None needed

Purpose of travel	Dates of travel	Places to be visited

Costs during travel period		Will another agency share costs? ☐ Yes ☐ No *(If "yes," complete following)*	
Salary	$	Agency name	
Per Diem	$		
Transportation	$	Salary *(Approximately)*	$
Other costs	$	Other costs	$
TOTAL	$	TOTAL	$

I HEREBY CERTIFY That the travel proposed above is essential and supported by the following consideration:

1. ☐ The objective cannot be accomplished by telephone, cable, or airmail and there is no official presently in the foreign area who could be substituted
2. ☐ A major objective or program of the bureau, office, or the Department is involved, and travel is limited to *the minimum necessary to accomplish the agency's program* (BOB Circular A–58)
3. ☐ Travel has been coordinated within the bureau or office and with other bureaus and offices concerned to avoid duplication with other present or anticipated travel to the same foreign area
4. ☐ Anticipated benefit to the Department is substantially greater than cost
5. ☐ To save travel time, all possible arrangements have been made in advance, including the preparation of working documents
6. ☐ Full consideration has been given to career development program of the bureau or office in the assignment of the proposed travel duty
7. ☐ Authority to represent or commit the Department has been granted to the extent necessary so that another traveler of higher rank or more authority will not have to repeat the travel
8. ☐ Traveler will make a report which will be distributed to interested officials to share in the benefits
9. ☐ No annual leave has been requested
10. ☐ No other Departmental employees are known to be planning to attend the meeting or conference

(Signature of head of bureau or office) (Title)

Approved:	I Concur:
(Assistant Secretary) (Date)	(Assistant Secretary) (Date)

Attachment 3

Administrative Procedures for U.S. Visitors to India
(Instructions from U.S. State Department)

The following requirements apply to anyone, whether a Government or non-Government employee, who is sponsored by a U.S. Government agency on an official visit to India:

1. Every official visitor must receive the concurrence of the embassy for his/her visit to India. (Note: Normally embassy's concurrence is granted in the course of accepting responsibility for handling arrangements for the visitor's travel. However, where embassy has reservation about the purpose or effect of the proposed travel from any point of view, embassy may request additional information or, in exceptional circumstances, refuse permission for the visit. Sponsoring agencies are requested, therefore, to carefully scrutinize proposed travel to ensure that it is fully justified in the interests of the sponsoring agency, and that personal and official business time is clearly identified and segregated.)

2. Embassy must be notified at least seven (7) repeat seven (7) weeks in advance of the date of proposed official travel. This time is needed in order to obtain Government of India clearance for the visit where required, and to make and confirm airline and motel reservations and appointments with most officials and scientists. (Note: Unless exceptional circumstances prevail, which must be explained, embassy will henceforth routinely turn back proposals for visits which are not received, with all information requested, at least seven weeks in advance of the visit.)

3. For each U.S. visitor, embassy requires the following information:

--(A) Complete name
--(B) Date of birth
--(C) Title
--(D) Work address and telephone number
--(E) Home address and telephone number
--(F) Father's name
--(G) Citizenship
--(H) Educational level and field of specialization (E.G. PH.D./Chemistry, MD Neuroepidemiology)
--(I) Passport number, place of issuance; date of issuance; date of expiration
--(J) Date of last visit to India
--(K) Cities and institutions to be visited, with brief explanation of purpose of visit to each
--(L) Itinerary for visit indicating dates and times of arrival and departure from India including flight numbers and for each stop in India (unless embassy is requested to make internal travel arrangements).

--(M) Instructions on whether appointments are to be made by embassy on behalf of visitor or whether they have been or will be made directly. Any contacts already made should be indicated if embassy is to make further arrangements.

--(N) Instructions on whether motel/airline reservations are to be made by embassy for visitor or whether they have been or will be made directly.

--(O) Authorization, including fiscal accounting data, for expenses to be paid on behalf of visitor. The authorization must state the amount payable or the itinerary on the basis of which applicable per diem should be calculated and the amount of miscellaneous expense payable. The accounting data must be complete, i.e., include appropriate symbol, allotment code, obligation number, bureau code, etc.

4. Official visitors to India must obtain an Indian Visa, and the Visa must be appropriate for the purpose intended by the visitor. In no, repeat no, case is a Tourist Visa appropriate for a visitor traveling to India on official business or in connection with a research project. Note: Embassy is particularly concerned about recent adverse publicity given to officially-sponsored travelers who have visited India in connection with research projects, but have entered India on Tourist Visas. This practice must be assiduously avoided in order that the entire program of S&T cooperation not be jeopardized.

Agencies should encourage and facilitate visitors application for an appropriate visa well in advance of the visit. In case of difficulties, embassy should be informed at the earliest opportunity in order that the assistance of the Indian host agency can be enlisted.

Attachment 4

Trip Reports Due: 10 Working Days Upon Return #_____

Due:_____

FOREIGN TRIP/MEETING REPORT

1. Name of Traveler, Dates of Travel, and Places Visited:

2. Names of Others Accompanying You: Name: U.S. Agency:

3. Key Counterpart Personnel: Name: Country: Agency:

4. Purpose of Trip or Title and Sponsor of Meeting Attended:

5. Summary of Trip Discussions and Activities:

6. Conclusions and Recommendations:

7. Actions Required (if any) and Responsible Personnel: