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	U·S· DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: TRV-1 Transmittal Number: 313 Date: 1/14/87

Subject: Approval of Foreign Travel

Approval: /signed/ **Title:** Director, OSMRE

1. Purpose. This directive establishes procedures for obtaining approval to perform foreign travel.

2. Definitions.

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

3. Policy/Procedures.

a. Policy

It is the policy of OSMRE 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.

Annual leave authorized in connection with foreign travel should comply with OSMRE 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.

b. Responsibilities.

(1) Employee: It is the employee's responsibility to prepare the Foreign Travel Certification (DI Form 1175, copy attached) and Travel Authorization in accordance with this directive, and to submit it through the appropriate channels no later than 45 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 - Territorial and International Affairs to the Assistant Secretary - Land and Minerals Management.

(2) Assistant Director and Deputy Director: The appropriate Assistant Director and Deputy Director are responsible for determining that the travel is in the interest of OSMRE and that all the required documentation is provided in the travel request. If approved, the travel request will be forwarded to the Director, OSMRE, no later than 30 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, OSMRE.

(3) Director, OSMRE: The Director, OSMRE will determine if the travel request is properly justified and documented and whether it is in the best interest of the Department. If the Director approves the travel request, it will be forwarded to the Assistant Secretary - Territorial and International Affairs no later than 15 days prior to the travel.

Requests which receive the concurrence of the Assistant Secretary - Territorial and International Affairs will be forwarded to the Assistant Secretary - Land and Minerals Management for final approval.

Requests which receive final approval, will be returned to the Director, OSMRE. The Travel Authorization 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.

c. Special Clearance Requirements:

(1) If the employee will be accepting a gift of travel expenses from a Foreign Government, approval of the acceptance of the gift must be obtained from the Assistant Secretary - Policy, Budget and Administration prior to submitting the travel request to the Director, OSMRE. Under the Foreign Gift Act, gifts of travel expenses may be accepted for travel taking place entirely outside the United States. However, if the point of origination or destination is in the United States, the gift may not be accepted.

(2) 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 well in advance of initiation of travel.

(3) When foreign travel requires an employee to be away for more than thirty (30) days, requesters shall provide a statement to the Director, OSMRE regarding the effects, if any, which such extended absence might have on the accomplishment of his or her regular work assignment.

(4) Clearance from a security officer may be required for certain foreign travel. Requesters must ascertain the need for such clearance and obtain it through the OSMRE security officer.

(5) 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.

(6) 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.

d. Emergency Travel

If the Director, OMSRE 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 OSMRE 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, Administration and Finance. In such instances the final approval process outlined above must be completed within 10 working days of the trip's origination.

4. Reporting Requirements. None

5. References.

1. Departmental Manual, . . . Part 347 DM 7-8
2. Department Bulletin No. 85-1, dated 10/3/85
3. 43 CFR 20.735.9

6. Effect on Other Documents. None

7. Effective date. October 1, 1986

8. Contact. Assistant Director, Finance and Accounting, 343-2046

PROCEDURES FOR REQUESTING AND APPROVING FOREIGN TRAVEL

Employee submits travel request forms through the appropriate channels to the Assistant Director no later than 45 days prior to travel.

Assistant Director reviews forms for proper justification and documentation and forwards through the Deputy Director, to the Director, no later than 30 days prior to the travel. (If there will be the acceptance of a gift of travel expenses, approval must be obtained from the Assistant Secretary-Policy, Budget and Administration prior to submitting the travel request to the Director, OSMRE).

Director, OSMRE reviews request. If approved, the request will be forwarded to the Assistant Secretary-Territorial and International Affairs no later than 15 days prior to travel.

Assistant Secretary-Territorial and International Affairs will review request. If approved, the request will be forwarded to the Assistant Secretary-Land and Minerals Management for final approval.

Assistant Secretary-Land and Minerals Management will review the request, approve or disapprove and return to the Director, OSMRE.

If travel request is approved by the Assistant Secretary-Land and Minerals Management, the Director, OSMRE will sign the travel authorization and forward it, along with an approved copy of the DI Form 1175, to the employee.

ATTACHMENT

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)