



Domestic and Foreign Travel

Before I can begin **any** Travel paperwork, I will need the following information. ***Please complete all that applies to your travel.***

If you are new to Travel, you will need to complete a Travel Profile

Travel profile instructions	https://fermipoint.fnal.gov/service/TravelSystem/SiteAssets/Profile.pdf
Travel Profile – to create a new user account	https://www.sureware.com/Profiles4Ome/g/Login.aspx , then click the “signup” tab

Traveler Information

Last, First, Middle Initial (as it appears on your identification – D.L, passport, etc)	
Fermi ID#	Enter Fermi ID#
Email address	Enter email address
Work Ext	Enter work extension
Div/ Sec	Enter Div/ Sec
Mailstop	Enter Mail station

Funding Information

Project Task Code	Enter project task code
Travel Card	Indicate if you have or will use travel card for travel expenses.
If you wish to apply for travel card (click url for program FAQ)	https://fermipoint.fnal.gov/service/TravelSystem/SitePages/Travel%20Card%20Program%20FAQ.aspx
Will trip be reimbursed by another organization?	Please indicate if yes, no, or partial
If yes or partial, please indicate what expenses the organization will be covering	Enter allocation by % or by \$ amount (also will need funding letter (or email) from organization indicating agreement).
If billing is required by Accounting, please provide detailed information regarding agreement.	Person of contact and title, organization, items to be funded by org, address, phone, etc.

Trip Details

Trip Purpose (ie: topics to be discussed, formal presentation, site visit, conference/ workshop Etc)	Enter trip purpose – your role and reason for traveling.
Benefit to Government (if foreign travel)	Enter benefit to government – What benefit will DOE receive from you taking this trip (why should DOE pay for this trip)
Name of Conference (if applicable) – ***If conference site requires a login, please print info about conference for Admin.	Enter name of conference and url
Event Start Date	Enter the start date of conference/ event
Event End Date	Enter the end date of conference/ event
Will you be taking any personal days?	If so, enter # of days, start and end date(s), city, state, and country where you will take personal days.
City where conference is being held	Enter city where conference is being held
State (if applicable)	Enter state where conference is held
Country	Enter country where conference is held
Attendee Type	Speaker, Organizer/ Chair, Active participant, or Attendee
If conference, please provide title of paper or presentation.	Please provide title of paper or presentation
If conference, will there be a registration fee? If yes, list amount and payment method	Please indicate if there is a registration fee and how this registration fee will be paid (eg: procard, travelcard, wire transfer ...etc)
Payment of registration fee by wire transfer or check	Please email Admin conference and wire transfer information https://fermipoint.fnal.gov/organization/fin/forms/Shared%20Documents/Conference_Registration_Form.pdf
Will you be applying for a U.S. Visa while outside the U.S?	Please indicate if you will need to apply for a U.S. visa

Airline Information

	Itinerary #1	Itinerary #2
Date you would like to depart (U.S)	Enter date	Enter date
Date you would like to return (U.S)	Enter date	Enter date
Airline (if you have preferred times or specific airline – please complete following:	Enter airline	Enter airline

	Itinerary #1	Itinerary #2
Flight number	Enter flight number	Enter flight number
Departure City, State, Country	Enter departure city	Enter departure city
Departure time	Enter departure time	Enter departure time
Destination City, State, Country	Enter destination city	Enter destination city
Arrival time	Enter arrival time	Enter arrival time

Transportation

Will you need a limo?	Enter pick up destination (city of home address, Fermi ... etc) and drop off location (MDW or ORD)
Will you need a rental car?	If yes, enter auto or manual.
Car Rental Justification	Enter car rental justification

Hotel Itinerary

If the rate is above the FTR up to 150%, D/S approval is required.

If the rate is above 150% of the FTR, COO approval is required.

Date	Hotel Name and Address	City, Country	Reservation confirmation number	Phone number
Enter date	Enter hotel itinerary 1	Enter City, Country	Email lodging reservation/ confirmation to Admin	Enter phone number
Enter date	Enter hotel itinerary 2	Enter City, Country	Email lodging reservation/ confirmation to Admin	Enter phone number
Enter date	Enter hotel itinerary 3	Enter City, Country	Email lodging reservation/ confirmation to Admin	Enter phone number

Would you like the Travel Office to reserve your hotel? Yes or No

Contact Information

Host Name & Title

Host Phone Number
