

Foreign Authorizations... Be Prepared with the following information:

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Trip Information

Traveler (Last Name/First Name) Strohmeyer,Helen G ID 017406

Trip Information

Trip Name LEARN Trip # 00000611 Travel Auth ID 000020457

Business Purpose Trip Type Domestic Foreign Local

Begin Date 09/01/2008 End Date 09/07/2008

Business Location (City/State) VANCOUVER,CAN

Trip Description and Business Details

2

Authorization - Modify

Trip Leg Information

Traveler Strohmeyer,Helen G ID 017406 Phone 510485-6696 Mail Stop 90-1116 HR Org ES

Arranger Phone 510485-6696 Mail Stop HR Org

LEARN Trip # 00000611 Travel Auth ID 000020457

Business Purpose Conference Trip Type Foreign

Project Information

Project Primary Percentage Split UC Classification Project Org MARS Code

1 485101 100.00 VNI000000 ES OPEDP

Primary Info | **Travel Information** | **Confidence** | **Approval** | **Travel** | **Log**

| Departure Date | Departure City/State or City/Country | Arrival Date | Business City/State or City/Country | Number of Nights | Number of Personal Days | Per Diem Rate | Per Diem Lodging | Actual Rate | Actual Lodging | Use Actual Rate? | Use Actual Lodging? | Comment for Lodging Overage |
|----------------|--------------------------------------|--------------|-------------------------------------|------------------|-------------------------|---------------|------------------|-------------|----------------|------------------|---------------------|-----------------------------|
| 09/01/2008 | SAN FRANCISCO,CA | 09/01/2008 | VANCOUVER,CAN | 6 | | 124.00 | 216.00 | | | | | |
| 09/07/2008 | VANCOUVER,CAN | 09/07/2008 | SAN FRANCISCO,CA | | | 124.00 | 216.00 | | | | | |

Additional Notification Emails

1

Travel Authorization Estimate

M&IE 806.00 + Lodging 1,296.00 + Misc - Total Non-Air 2,102.00

Total Air 200.00

Total Amount 2,302.00

Change only if there's more than one Project ID

-Most foreign trips have next-day arrivals, be sure to change this date if this is the case.
-Keep this in mind when calculating "number of nights" (calculate number of nights in a hotel)

* Foreign trips: Departure/Return City = is the city of the airport (not your home)

* Domestic trips: Departure/Return City = is the city of your home (not airport)

3

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These are the "tabs"

You will see this information with each tab... only change this information in the "Primary Info" tab (otherwise it will not copy through to the other tabs)

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This tab is only present if you selected "conference" for your Business Purpose on the 1st Page

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- ** Remember for Foreign Travel...**
1. if you are using RW, EM, or FE Funds, you will still need to send supplemental documents electronically to Elijah Walker and cc: Lonneta Robinson.
 2. If your total trip (business + personal) is more than 30 days long, you will need to attend the "Overseas Security Seminar" currently held in Washington, DC. (Certificate is good for 15 months).
 3. You must sign up with the UC Insurance Business insurance ANYTIME you leave California for official business.
 4. Check with Medical Health Support Services to ensure awareness of safety and health issues of the county to be visited.
 5. ALL foreign travel must be approved by DOE... DOE has a new requirement that ALL foreign travel must be submitted to FTMS (Elijah Walker) 30 days from departure date (regardless of funding program's time/submission requirements).

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Will the salary be paid from the same project number? If not, please provide a salary project ID. No Project ID:

Are you using WFO Credits or Royalty funds? No Yes

Justification statement for delayed submission if applicable

Only needed for late requests

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Total Air 200.00

Total Amount 2,302.00

Travel Authorization Status

Routing Name Approval Status Date

Originator Strohmeyer,Helen G In Process 07/24/2008

Approval Detail

Name:

Comments:

Save For Later | Select Approver | Submit For Approval

If you need more info or need to come back later. Modifications/changes can still be made when you return.

When you have all your info in TREX and are ready to get it approved (select whoever is listed).

After you Select Approver, click here. Once you click here, **no changes can be made** unless it is returned to you by the approver. No changes can be made after the approver has approved it.