

U.S. ATLAS FOREIGN/DOMESTIC TRAVEL REQUEST PROCESS

University Travel Service Account (USA) funds and Contract funds at DOE national laboratories can be used to support foreign and domestic travel to research-related conferences and meetings, *per official guidance from the DOE Office of High Energy Physics*. USA Accounts are subject to a special overhead rate of 10.5% (7% material handling + 3.5% LDRD tax). Instructions on how to use these funds are set forth below:

ALL FORMS REFERENCED IN THE INSTRUCTIONS CAN BE FOUND ON THE U.S. ATLAS WEBSITE AT:

<https://www.usatlas.org/travel-requests>

TRAVELERS ARE ENCOURAGED TO USE THE US ATLAS TRAVEL PORTAL WHICH PROVIDES COMPREHENSIVE INSTRUCTIONS FOR BOTH FOREIGN AND DOMESTIC TRAVEL REQUESTS:

TRAVEL PORTAL: <https://atlastravel.bnl.gov/>

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- 1) Traveler alerts University/contract approver or University travel preparer of upcoming trip at least **30 days** in advance. Exceptions are made for CERN travelers; however, CERN trips will not be approved if request is made less than 10 business days before trip start date.
 - 2) U.S. ATLAS **Travel Request Form** is filled out by the traveler (or university travel preparer) when using either University Travel Service Funds or Contract funds; **or Traveler uses preferred TRAVEL PORTAL:**
<https://atlastravel.bnl.gov/>
 - 3) **Travel Request form** is finalized and sent to Traveler and authorizer for approval.
 - 4) An FTMS request is prepared for all foreign travel and submitted to BNL's Foreign Travel Office where the Electronic Country Cable (eCC) is created and sent to the Embassy. The eCC request must be approved prior to the start date of travel.
 - 5) The traveler is now approved to purchase the airline tickets.
 - a) **FLIGHT TICKET PURCHASE FOR USA TRAVELERS:** Traveler contacts by email or phone BNL/Omega World Travel at BNL@owt.net (866-450-0493) to obtain a reservation and estimate.
 - b) **FLIGHT TICKET PURCHASE FOR CONTRACT TRAVELERS:** Purchase airline tickets on own with Contract PI Approval.
 - 6) Tickets are purchased through BNL/Omega World Travel for **UNIVERSITY SERVICE ACCOUNTS** and are directly billed to the University Travel Service Account held at BNL. **For CONTRACT travelers, tickets are purchased on own and can be purchased at any time with PI authorization and approval.**
 - 7) The traveler will receive notification from <ftms.user@hq.doe.gov> via email when the trip is approved. The traveler cannot depart until this email from DOE is received. Travel occurs.

REIMBURSEMENT PROCESS FOR UNIVERSITY SERVICE ACCOUNT TRAVELERS: Reimbursement amounts must follow policy and guidelines as defined by BNL/DOE. Per diem requests specifically must not exceed DOE allowable amounts, however, travelers can request a lesser value. Traveler (or University contact) completes **U.S. ATLAS Travel Reimbursement Request form**. Traveler (or University contact) sends by email the **Reimbursement Request form** and **scanned receipts** to U.S. ATLAS Office within 30 days of traveler's return date. Reimbursement is approved by U.S. ATLAS Program Office and BNL Travel Department. Traveler completes **Direct Deposit form** to facilitate electronic reimbursement payment.

REIMBURSEMENT PROCESS FOR CONTRACT TRAVELERS: Traveler will submit receipts to the University. University will submit invoice to BNL here: APinvoices@bnl.gov (be sure to include Institution Name and BNL Contract/PO number in subject line). Reimbursement will be paid to the Traveler by the University.

PLEASE NOTE: *Invoices that do not include an FTMS number will be rejected. Also, budget for the travel must be clearly expressed in the contract SOW or special approval in writing must be obtained. Lastly, contract must be fully executed for work to begin, which includes travel requests.*

Note: Personal leave in conjunction with official foreign travel will be granted on a one business day to one personal day (1:1) ratio and must be disclosed in initial request.