

Foreign Travel Authorization Worksheet

Alternate Preparer/TDS: [Name]

Phone: []

Document Number (To Be Filled in by Travel Office)

Traveler Information

Traveler Name/Org. Code			
Travel Dates	mm/dd/yy	from:	to:
Destination(s)	<i>(if multiple destinations, please indicate dates at each location)</i>		
TDY Begin Date(s)/Time(s)	mm/dd/yy - 00:00	<input type="checkbox"/> am	<input type="checkbox"/> pm
TDY End Date(s)/Time(s)	mm/dd/yy - 00:00	<input type="checkbox"/> am	<input type="checkbox"/> pm
Trip Type	<input type="checkbox"/> Conference <input type="checkbox"/> Meeting <input type="checkbox"/> Presentation <input type="checkbox"/> Site Visit <input type="checkbox"/> Training <i>If Conference, please check one of the following: <input type="checkbox"/> Session Chair <input type="checkbox"/> Presenter <input type="checkbox"/> Attendee</i>		
Trip Purpose (No acronyms)			
Sponsored In-Kind/Reimbursable	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Rental Car	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Flight Preferences Depart: <input type="checkbox"/> am <input type="checkbox"/> Mid-Day <input type="checkbox"/> pm Return: <input type="checkbox"/> am <input type="checkbox"/> Mid-Day <input type="checkbox"/> pm	1.		
	2.		
	3.		
Hotel Preferences	1.		
	2.		
	3.		
Travel Account Code	<i>(Example: 123456.01.02.50 CASX22010D)</i>		
Estimated Expenses		# Miles to Airport:	# Miles to Residence:
Tolls:	ATM Fee(s):	Baggage Fee:	Parking at Airport:
Subway/Metro:	Internet Fee:	Gas:	Taxi:
Train:	Other:	Foreign Currency Fee(s):	

Other Known Travelers Going on This Trip: (Including from other NASA centers and Contractors)

Personal Dates of Travel:

Additional Comments or Requests:

Required Information

Programmatic Travel	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If "No", an 1167 is required. Contact FTC for HQ's Definition of Program/Non-Program Travel)</i>
Export Control Approval Required	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Will Traveler be presenting a paper, giving a speech/lecture, exhibit, etc.? If "Yes, 1676 is required.)</i>
Next-of-Kin	Name & Relationship:
	Street Address:
	City, State, Zip:
	Telephone Number:
In-Country POC	Name:
	Telephone Number:
Hotel	Name:
	Street Address:
	City, Country, Postal Code:
	Telephone Number:
	Confirmation Number: