

FOREIGN TRAVEL FOR UT-BATTELLE ACCOUNTS

It is very important that anyone traveling internationally on behalf of a UT-Battelle project obtain official clearance with the Department of Energy (DOE). **Failure to follow the steps below will result in the trip being rejected for payment by Oak Ridge National Labs (ORNL).**

- The paperwork must be submitted to DOE at least 30 calendar days prior to non-sensitive travel and 45 calendar days for sensitive travel. The potential international traveler should contact the University of Tennessee Principal Investigator (PI) for the project **prior** to the 30 or 45 day requirement to allow the PI time to start the approval process.
- The PI contacts their ORNL TPO, who in turn obtains the proper paper work from the **Foreign Travel Management System (FTMS)**. This is the agency that files the paper work with DOE for official approval. **Make sure the TPO is clear on this part of the procedure.**
- **Important Note:** Be aware that having a trip approved in the budget does not provide proper approval for the trip, **nor** does the ORNL TPO have the authority to approve the trip.
- Once the paperwork has been properly filed, **the person traveling will receive an email from the FTMS providing a nine-digit trip number, the month the trip will be made, the country of destination, and the notation that the trip has been approved.** The person traveling will also receive a second email from the FTMS Coordinator that will provide additional verification that the trip has official clearance.
- If there is any doubt that the trip does not have official clearance, contact Patsy Johnson in the UT Sponsored Projects Accounting Department at pjohns21@utk.edu, or call 974-2599.
- These guideline can be viewed on line at <https://www.fo.ornl.gov/lpd/external/ftexternal.htm>.