

CSD Travel Authorization Request & Approval Form

A travel authorization (TA) and approval is required for all travel that will be reimbursed by LBNL. This form should be sent to csdtravel@lbl.gov with your supervisor cc'd. The information will then be submitted for the required applicable DOE approval(s). Travel arrangements can be made after you are notified that the applicable approvals have been received.

Have you previously traveled on LBNL business? If not, please [Request a Travel Agency Profile](#)

TRAVELER INFORMATION

Name _____ Employee ID _____ Project ID & Activity Code _____
Email _____ Office Phone _____ Cell Phone _____
Will any personal days be taken? _____ If so, how many days? _____ Assistance needed with arranging _____

TRIP DETAILS

Event Location _____ Event Start Date _____ Event End Date _____
Event Venue Address _____
Is this a DOE Hosted Event? _____ Sponsor _____
Preferred Flights (Dates & Times) _____ Airport Departure _____ Airport Arrival _____
Conference Title _____ Conference URL _____
Estimated Cost of Travel _____ Registration Amount _____ Total Cost _____
Include lodging, airfare, meals and ground transportation

Will you have multiple sources of funding for this event?

If yes, please provide project ID and percentage or explanation if funding will be paid directly to you

Business Purpose _____ Business Start & End Date _____ Reason for Attending _____

Benefit Statement *Explain how this trip will benefit your project, division, LBNL/DOE and what impact would there be should travel not occur. There should be only ONE benefit statement covering the entire trip, not a benefit statement for each business point)*

Title of poster and/or abstract _____

FOREIGN TRIP DETAILS

Citizenship _____ Internationally enabled cell phone# _____

Planned Itinerary (each day of foreign travel must be accounted for, including personal days)

| <i>Departure Date</i> | <i>Departure City/State/Country</i> | <i>Arrival Date</i> | <i>Arrival City/State/Country</i> | <i>Total # Night</i> | <i># Personal Days</i> |
|-----------------------|-------------------------------------|---------------------|-----------------------------------|----------------------|------------------------|
|-----------------------|-------------------------------------|---------------------|-----------------------------------|----------------------|------------------------|

Day Trips (complete itinerary w/address of excursions from main business locations)

Trip Purpose *(Explain to DOE what you will be doing at each business point while on travel; provide from and to dates. Provide clear details as to subject matter you plan to discuss with collaborators, provide titles of any talks or presentations, papers, posters, etc. for conferences and invited lectures. This statement should be between 230 and 1500 characters.)*

Host Information *(Dates, Name, affiliation, & day phone(s), including country & city codes, and name of facility(ies) to be visited for each business location.)*

After Hours Point of Contact *(Dates, hotel name, full address, and phone # for each location)*

Additional Information-list any information not listed tht is relevant to this travel

Team Members *(Names, organizations and contact information of other personnel with whom traveler is traveling as a team member.)*

Supervisors Information *(Name, Office & Cell #, and email address of your supervisor.)*

Salary *(If not charged to the same project ID as trip expenses, identify the project ID that will be charged. For non-DOE-funded travel, or travel expenses paid by the host, enter the project ID that will be used for salary.)*

Paid by Others *(If another institution is paying for some/all of costs, enter the name of the institution, the amount, and detail how it will be applied. Examples: Host to cover airfare and lodging. Host waiving registration fee & paying lodging. Host will cover ALL travel related expenses. etc...)*

LBNL Equipment Traveling with you? Laptop, cell phone etc. provide DOE# # _____

DOE Headquarter Mgr. *(Full contact information)* _____

HIGH THREAT SECURITY OVERSEAS SEMINAR (HTSOS)In response to evolving threats, the U.S. Department of State has increased required security training requirements to better educate and prepare travelers who are on foreign travel. This training is required for anyone traveling on behalf of LBNL. To obtain login credentials send an email to Debbie Warner DLWarner@lbl.gov with the following information-

Subject Line: HTSOS Training Required/TRAVELER NAME

Email Body: Travelers Name, Employee ID, Country to be Visited, Departure Date, Project ID & Activity Code, LBNL Trip #, Division Director's Name
An email will be sent to the traveler with information on this training, followed by an additional email with the link from the DOE Portal for the traveler to begin this training.

Once the traveler has completed the HTSOS course, they are to provide a copy of the certificate documenting the course is completed to Debbie Warner @ DLWarner@lbl.gov . At this time, the trip can then be submitted in the DOE system and a cable request can then be sent to the Embassy (Department of State). Once the cable is submitted for review and approvals, the copy of the certificate must be emailed to Department of State contacts for that country for their review process. Employees should carry a copy of their completion certificates with them on travel, as they may need to provide a copy upon request.