

## How to Create a Foreign Authorization in TREX

Foreign travel authorizations in TREX are mandatory for all LBL employees and Guests, regardless of funding.

Foreign travel definition:

1. Travel from the US to a foreign country
2. Travel between foreign countries

Information required in each authorization is determined by the following factors:

1. Funding source (B&R Classification - budget and reporting code assigned by DOE)
2. Country to be visited (sensitive or non-sensitive)
3. Business purpose (i.e. conference attendance)

For the purpose of this training we will only use Office of Science and Work for Others funding. There are additional requirements for other funding sources such as EERA or NNSA, and these trips are processed individually. For specific requirements contact Elijah Walker.

- LBNL foreign travel policy follows the **DOE O 551.1D order**  
<https://www.directives.doe.gov/directives-documents/0551-1-border-d/@@download/file>
- All international flights are to follow the **Fly America Act**  
<http://www.tvlon.com/resources/FlyAct.html>

It is vital that the information entered in a TREX authorization is correct and verifiable, as it is validated and (manually) transferred into the DOE Foreign Travel Management System, and the US State Department eCountry Clearance System. The foreign travel request is then submitted for approval to DOE, the US State Department and the US Embassy in the country to be visited, via these two systems.

Information needed for each trip before you start inputting into TREX:

1. Dates and destination – country, business location, lodging location
2. Funding source – Project Id and B&R code (budget and reporting code assigned by DOE) determines the appropriate routing for DOE approval.
3. Payments by others (i.e. is the host paying any part of the trip)
4. Business purpose(s)
5. Trip description and benefit to LBNL/DOE
6. Host and accommodation information (names and phone numbers)
7. Trip purpose – specific activities at business
8. Conference information
9. Flight information and personal days if any

So the basic questions are: ***Where are you going, what are doing and who is paying?***



## Steps in TREX:

1. Start with Action Request: **Authorization – Create**. Enter the traveler’s name, travel dates, trip name (check with your division if there is a specific naming convention) and the first business location (note the first business location may be domestic in some cases). Click **Go**.

**Trip Navigation**  
**Trip Action and Key Information**

\*Traveler (Last Name,First Name)   \*ID

**Key Information**

\*Action Request

Begin Date   End Date

Trip Name

Business Location (first)

2. Enter the **Business Purpose**. If multiple locations and/or multiple business purposes and one of them is a **Conference** (or what is defined by DOE as a conference – see Conference Services website for definition) choose **Conference/Workshop**. Enter the **Trip Description and Business Benefit**. How is the Lab/DOE benefiting from my going on the trip? If multiple locations enter information for each. Click the **Foreign** radio button - this is very important, if you forget, you will **not** be able to change it later, and you will **not** be able obtain the proper approval. Click **Next**.



4. Moving down to the Itinerary **Legs**, change the **Arrival Date** to the actual date of arrival (i.e. one day later in Europe). Add the second business location **GENEVA,CHE** by adding another row and adjust the **Departure** and **Arrival Dates**. Note: The **Departure City** on foreign trips is always the **airport** city (i.e. San Francisco), and **not** the home town (i.e. Berkeley).

Primary information		Host information	Event Information	Foreign				
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Number of Nights at Location	Number of Personal Days	Per Diem - M&IE	Per Diem - Lodging	
1 09/05/2014	SAN FRANCISCO CA	09/06/2014	PRAGUE, CZE	8	1	136.00	280.00	
2 09/14/2014	PRAGUE, CZE	09/14/2014	GENEVA, CHE	6		174.00	357.00	
3 09/20/2014	GENEVA, CHE	09/20/2014	SAN FRANCISCO, CA			174.00	357.00	

The system will automatically populate the number of nights in each location, and the per diem for each location. Enter the Number of Personal Days as applicable.

5. Click on the **Host Information** tab and fill in the **Host Name**, **Host Phone** number, and **Host Affiliated Institution**. The “host” must be a person in the country visited, in this case on row 1 the Czech Republic with a Czech phone number. Usually, this is someone from a local institution organizing the event. On row 2 in CERN, the host will be someone from CERN with a local Swiss phone number. Row 3 can be left blank, as it is the return leg of the trip. **Note:** Each country has its specific calling code and it has to match the location visited. Fill in the **Hotel/Accommodation Name** and **Phone Number**. Again, this has to be a local phone number with the appropriate country code (**not** 800 number).

Primary information		Host information	Event Information	Foreign				
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Host Name	Host Phone	Affiliated Institution	Hotel/Accommodations Name	Hotel / After Hours Phone
1 09/05/2014	SAN FRANCISCO CA	09/06/2014	PRAGUE, CZE	Prof. Pavel Hozák	+420 2410622	Czechoslovak	Hotel Holiday Inn Prague Cor	+420 296 895 (
2 09/14/2014	PRAGUE, CZE	09/14/2014	GENEVA, CHE	Kevin Einsweiler	+41 22 76 744	CERN	CERN Hostel	+41 22 76 744
3 09/20/2014	GENEVA, CHE	09/20/2014	SAN FRANCISCO, CA					

6. Click on the **Event Information** tab. (Note: If traveling to a conference be sure to report the trip to your conference POC, and receive a “go ahead” from Conference Services **before** you create the foreign travel authorization). Enter the **Event Name** as it appears on the official conference website. Enter the **Event Role** (attendee, presenter, organizer). If presenter, please provide the **title of the presentation** and advise your traveler he/she may be asked to submit the final presentation before reimbursement. Enter the **Event URL** from the official conference website. For row 2 visit to CERN, enter N/A in all the text boxes. Row 3 can be left blank.

Primary information		Host information		Event Information		Foreign	
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Event Name	Event Role	Event URL	
1 09/05/2014	SAN FRANCISCO CA	09/06/2014	PRAGUE, CZE	18th International Micro	Presenter	http://www.imc2014.com/index.php	
2 09/14/2014	PRAGUE, CZE	09/14/2014	GENEVA, CHE	N/A	N/A	N/A	
3 09/20/2014	GENEVA, CHE	09/20/2014	SAN FRANCISCO, CA				

7. Click on the **Foreign** tab. Enter the **Purpose** of the trip for each location. Describe the actual activities to take place.

Primary information		Host information		Event Information		Foreign	
Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Purpose			
1 09/05/2014	SAN FRANCISCO CA	09/06/2014	PRAGUE, CZE	To attend and present at the IMC2014 conference.			
2 09/14/2014	PRAGUE, CZE	09/14/2014	GENEVA, CHE	To visit CERN and adjust settings on the LHS collider. Meet with colleagues and discuss progress.			
3 09/20/2014	GENEVA, CHE	09/20/2014	SAN FRANCISCO, CA				

8. Moving down, enter the **Travel Authorization Estimates**. The system will calculate the M&IE and Lodging amounts based on the number days/nights in each location. In the **Misc** box enter estimated cost of other transportation, registration fee, etc. In the **Total Air** box enter the flight cost estimate. In the **Paid by Others** box enter the amount to be covered by another institution or host organization if applicable. You will need to note in the trip comments on the next screen who is paying (name of the organization). In our case CERN will pay for the airline cost. Click **Update Estimated Cost** to get the **Total Amount**. Click **Next**.

Travel Authorization Estimate								
M&IE	2,228.50	+ Lodging	4,102.00	+ Misc	800.00	= Total Non-Air	7,130.50	
						Total Air	2,200.00	
Paid By Others (Informational Only)	2,200.00	Update Estimated Costs				Total Amount	9,330.50	
							Prev	Next

9. On the next screen you have an option to enter an additional project id if the salary is funded from a different project. If submitting the authorization late (less than **30 days**) provide justification. On this page you can also indicated whether you are bringing a **DOE or Lab owned Electronic Media Equipment**. Click **Next**.

**Authorization - Create**

**Trip Leg Information**

<b>Traveler</b> Sebek, Klara	012105	<b>Phone</b> 510/486-7049	<b>Mail Stop</b> 971-TR	<b>HR Org</b> CF
<b>Arranger</b>		<b>Phone</b>	<b>Mail Stop</b>	<b>HR Org</b>
<b>LBNL Trip #</b> NEXT	<b>Travel Auth ID</b> NEXT	<b>Begin Date</b> 09/05/2014	<b>End Date</b> 09/20/2014	
<b>Business Purpose</b> Conference/Workshop	<b>Trip Type</b> Foreign	<input type="checkbox"/> <b>Multi-leg trip?</b>		

Will the salary be paid from the same project number?  No  Yes **Project ID** TRV02

If no, please provide a salary project ID.

Are you using WFO Crada or Royalty funds?  No  Yes

Justification statement for delayed submission, if applicable:

Are you taking DOE or Lab owned Electronic Media Equipment?  No  Yes

10. On the **Travel Authorization Summary** screen first click **Save** on top of the page. In the trip comments enter any additional information (i.e. host payment info, personal days info).

**Travel Authorization Summary**

Klara Sebek **Employee ID:** 012105 **Travel Auth ID:** 0000055408

**General Information**

**Trip Name:** Prague and CERN **LBNL Trip #** 000114358

**Begin Date:** 09/05/2014 **End Date:** 09/20/2014 **Trip Type:** Foreign

**Business Purpose:** Conference/Workshop

**Trip Description and Benefit**

Prague: Attend and present at the 18th International Microscopy Congress 2014. Briefly explaining how is LBL/DOE going to benefit from my attendance  
 ...  
 CERN: Attend Atlas workshop and adjust something at the (LHC) collider. Briefly explaining how is LBL/DOE going to benefit from my presence at CERN...

**Trip Comments**

The host - Czechoslovak Microscopy Society will pay for the air cost \$2200. Traveler will take one personal day after conference in Prague on 8/13.

11. Finally on the bottom of the page **Select the Approver** and **Submit** the authorization for division Approval .



**Travel Authorization**

**Travel Authorization Summary**

Klara Sebek Employee ID: 012105 Travel Auth ID: 0000055408

	Select	Name	Approver	EmpID	Authorization Amount	Employee Email Address
1	<input checked="" type="checkbox"/>	Walton,Rachel M	RMWALTON	021195	10000.000	RMWalton@lbl.gov

Don't forget to click the final **OK!**

**Travel Authorization**

**Submit Confirmation**

Klara Sebek Employee ID: 012105 Travel Auth ID: 0000055408

Click OK to submit, or click Cancel to return to the travel authorization without submitting.

**OK** **Cancel**

**Total Travel Authorization:** 9,610.50 USD [History](#)

**Travel Authorization Status**

Routing	Name	Approval Status	Date
Originator	Sebek,Klara	Submitted	07/14/2014
Division Approver 1	Walton,Rachel M		

**Approval Detail** Find | View All First 1 of 1 Last

**Name:** Walton,Rachel M

**Comment:**



12. Once the authorization is **Division Approved** (and cleared by Conference Services if applicable) you can go ahead and purchase the airline tickets. Check the status in the **Trip History**.

**Trip Event History**

LBNL Trip # 000114358

Travel Authorization Event History					
Travel Authorization ID	Event	User ID	Name	Date Time Stamp	
1 0000055408	Created	KSEBEK	Sebek,Klara	07/14/14 1:39PM	
2 0000055408	Submitted	KSEBEK	Sebek,Klara	07/14/14 1:58PM	
3 0000055408	Division Approved	RMWALTON	Walton,Rachel M	07/14/14 2:00PM	

13. Travelers **ARE NOT** to embark on a foreign trip until all approvals are obtained, and marked on the authorization in **TREX** as shown below:

**Trip Event History**

LBNL Trip # 000114358

Travel Authorization Event History					
Travel Authorization ID	Event	User ID	Name	Date Time Stamp	
1 0000055408	Created	KSEBEK	Sebek,Klara	07/14/14 1:39PM	
2 0000055408	Submitted	KSEBEK	Sebek,Klara	07/14/14 1:58PM	
3 0000055408	Division Approved	RMWALTON	Walton,Rachel M	07/14/14 2:00PM	
4 0000055408	FTMS Setup	EWALKER	Walker,Elijah	07/14/14 2:17PM	
5 0000055408	DOE Approval	EWALKER	Walker,Elijah	07/14/14 2:18PM	
6 0000055408	Approved	EWALKER	Walker,Elijah	07/14/14 2:18PM	

**Other Notes:**

- Use of acronyms – please clearly define acronyms if used
- Look out for authorizations returned by the Travel Office for additional information – these need to be re-approved by the division before they can be processed
- Personal travel allowance by DOE – 2:1 \*one personal day for two business days\*

*This training material is intended to help travelers and travel arrangers to enter correct information in the TREX system so approvals from DOE, the US State Department and the US Embassies can be obtained by the Travel Office staff as needed. This is not intended as a foreign travel policy training.*

