



Chemical Safety and Hazard Investigation Board

SUBJECT: Foreign Travel

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1. **PURPOSE.** This Order establishes requirements and responsibilities governing official foreign travel by Board Members and employees of the Chemical Safety and Hazard Investigation Board (CSB).
2. **EFFECTIVE DATE.** This Order is effective upon passage by the Board.
3. **SCOPE.** The provisions of this Order apply to all foreign travel by CSB employees and Board Members while conducting official business for the CSB. This Order applies when employees travel internationally if the CSB contributes any costs, including salary and benefits, while the employee is in travel status. This policy does not apply when employees or Board Members travel at their own cost and on their personal time. The requirements of this Order are in addition to and not intended to supplant any other requirements applicable to employees traveling domestically or internationally, including applicable visa requirements.
4. **REFERENCES.** This Order supplements the Federal Travel Regulations (FTR) and Department of State Standardized Regulations, Section 925. In the event of a conflict between this Order and the underlying statutes and regulations, the statutes and regulations shall prevail.
5. **POLICY.** Board Members and employees may travel to a foreign country to advance the CSB's mission and objectives. The number of travelers and the number and length of trips to foreign countries should be limited to the minimum necessary for the conduct of important business. Employees cannot represent the CSB in any capacity internationally if they are in "Leave without Pay," "Administrative Leave," or "Annual Leave" status. The Chairperson must approve foreign travel before a Board Member or employee can officially accept invitations to attend meetings or address peers at professional conferences in other countries. A traveler must complete appropriate paperwork and obtain required approval in accordance with this Order before initiating foreign travel for CSB business. CSB officials may not travel to a state sponsor of terrorism (see definition below).
6. **DEFINITIONS.**
 - a. **Country clearance.** Notification from the U.S. Embassy of the country to be visited that a request to travel to that country has been approved. (Note: Some U.S. Embassies will agree that clearance may be assumed.)
 - b. **Official foreign travel.** Approved travel (whether wholly or partly on official business) from the United States (including Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States) to a foreign country and return or travel between foreign countries by persons, including foreign nationals, whose salaries or travel expenses or both will ultimately be funded in whole or in part by the CSB from its appropriations. Official foreign travel also includes travel funded by non-CSB sources for which the traveler represents the CSB or conducts business on behalf of the U.S. Government.

- c. **Sensitive country.** A country to which particular consideration is given for policy reasons. Countries may be considered sensitive for reasons of national security, nuclear nonproliferation, regional instability, threat to national economic security, or terrorism support.
- d. **Sensitive subjects.** Unclassified subjects/topics identified in existing Federal regulations governing export control which involve information, activities, and/or technologies that are relevant to national security.
- e. **State sponsors of terrorism.** Countries determined by the Secretary of State to have repeatedly provided support for acts of international terrorism. See <http://www.state.gov/s/ct/c14151.htm>.

7. **RESPONSIBILITIES.**

a. **Board.**

- (1) Oversees CSB foreign travel policy.
- (2) Recommends updates to policy to ensure that official foreign travel activities are consistent with the CSB's mission and objectives and good business practices.
- (3) Designates (by vote) one Member other than the Chairperson who will have the responsibility to review and approve the Chairperson's foreign travel requests. This Board Member shall be designated the "Reviewing Board Member" (RBM).
- (4) Approves payment of any or all travel related costs from a non-federal government source.

b. **Chairperson.**

- (1) After consultation with the Director of Financial Operations and General Counsel, approves foreign travel orders for all employees and Board Members and provides written notice of approved requests to the Board.
- (2) Responsible for obtaining approval of his or her own foreign travel requests from the RBM.
- (3) May request that the full Board review and override the RBM's denial of the Chairperson's foreign travel request.
- (4) Submits trip report to RBM.

c. **RBM.**

- (1) After consultation with the Director of Financial Operations and General Counsel, may approve foreign travel of Chairperson.
- (2) May refer requests for foreign travel by the Chairperson for review and approval by vote of the full Board.

d. **Supervisors shall:**

- (1) Ensure compliance with:
 - (a) Programmatic requirements for travel, security issues, and effective use of resources;
 - (b) Requirements governing adequacy of funding and leave taken in conjunction with travel;
 - (c) U.S. export control laws and regulations. See generally 15 C.F.R. §§ 730-774 (Dept. of Commerce export control regulations).
- (2) Ensure that, prior to approving official foreign travel, consideration has been given as to employee safety regarding travel to all countries and that management has considered the risk as a part of the approval process.
- (3) Review employee prepared trip reports prior to their submission to the Chairperson.

e. **Traveler shall:**

- (1) Ensure that the request for official foreign travel is submitted in sufficient time to obtain approval and clearance, as required, from the U.S. Embassy in the country to be visited.
- (2) Receive country clearance, as required, from the U.S. Embassy in the country to be visited, before travel begins.
- (3) Ensure that all applicable Federal Travel Regulations are followed.
- (4) Ensure that foreign travel request and electronic travel authorization are approved before travel begins.
- (5) Read any current Department of State International Travel Warnings and Consular Information Sheets applicable to the country to be visited as posted at http://travel.state.gov/travel/travel_1744.html.
- (6) Submit request for reimbursement within five business days of return, in accordance with CSB procedures.

(7) Submit a Trip Report to complete close out in accordance with Section 18 of this Order within 10 business days of return.

(8) When appropriate, request and attend a State Department security briefing on the country being visited.

8. **TIMETABLE.** Attachment A contains a timetable for requirements related to foreign travel.
9. **FOREIGN TRAVEL REQUEST APPROVAL.** A foreign travel request is initiated through completion of CSB Form FT-1 (Attachment B). A completed CSB Form FT-1 must be submitted to the Chairperson a minimum of 40 business days before the proposed date of departure from the U.S. In an emergency, the Chairperson may reduce the required minimum time based on a written determination. A copy of the approved Form FT-1 must also be submitted to the Director of Financial Operations.

If the traveler has requested that the trip be paid for from a non-federal source, the traveler must also submit a copy of the FT-1 to the Designated Agency Ethics Official (DAEO) along with a copy of a Request for Acceptance of Payment which addresses the requirements of FTR § 304-5.3 (Attachment C). The traveler must then obtain Board approval for the payment of trip expenses from a non-federal source (see section 14 of this Order).

Foreign travel can only be authorized upon the request of a CSB employee and the **subsequent approval of that employee's supervisor, second line supervisor (if applicable) and the Chairperson (or the RBM in the case of the Chairperson).** Foreign travel cannot commence unless it has been approved in advance in accordance with this Order. Those authorizing foreign travel must formally review and determine that such travel is necessary and in accordance with the CSB mission as detailed by the employee in Form FT-1.

Foreign travel will be reimbursed in accordance with the Maximum Travel Per Diem Allowances for Foreign Areas as established by the Department of State and listed in the Chapter 925 Per Diem Supplement to the Department of State Standardized Regulations.

A request for official foreign travel will require re-approval when substantial changes are made either before or after final approval. Substantial changes include but are not limited to:

- Substitution of another person for the original traveler;
- Addition of one or more countries;
- Increase of 25 percent or more in travel costs; or
- Change in trip sensitivity from non-sensitive to sensitive.

10. **OFFICIAL U.S. GOVERNMENT PASSPORT.** CSB employees participating in foreign travel in the discharge of official duties must obtain an official U.S. Government passport. Failure to obtain an official passport may result in denial of

visa requests and refused entry or exit from some foreign countries. Additionally, use of a personal passport misrepresents the true nature and purpose of the travel and will deny the traveler the greater protection provided by the official passport. The Special Issuance Agency, located in Washington, D.C., issues no-fee passports to citizens traveling abroad for the U.S. Government, their dependents (if permitted to accompany them), and certain others who are exempt by law from payment of the passport fee. The type of no-fee passport issued (diplomatic, official, or regular no-fee) depends upon the purpose of travel. The Special Issuance Agency will determine which type is to be issued based upon the purpose of travel. See http://travel.state.gov/passport/get/nofee/nofee_836.html. Travelers must submit an application for an official passport as soon as their trip is approved by the Chairperson (or RBM), but in any event no later than 30 business days prior to the planned date of departure from the U.S. Copies of applications for official passports and related correspondence/records are to be submitted by the traveler to the Chairperson for inclusion in the travel records for the particular trip.

11. **VISA**. Travel to some countries will require a visa. The State Department's website provides information on visa requirements, but the definitive source for information about visa requirements for U.S. citizens traveling to a foreign country is the host country's embassy or consulate. When required, CSB employees should obtain visa forms and guidance from the embassy or consulate of the country that the employee plans to visit. Employees should allow at least 30 business days to obtain a visa. Copies of visa applications and related correspondence/records are to be submitted by the traveler to the Chairperson for inclusion in the travel records for the particular trip.
12. **COUNTRY CLEARANCE REQUESTS**. A CSB employee shall request and be granted a country clearance from the U.S. Embassy in the country to be visited before official foreign travel may begin unless the host embassy agrees otherwise. Any oral approval should be followed by an email or fax. Requests for country clearance shall be submitted to the appropriate U.S. Embassy at the same time as the Form FT-1 is submitted to the Chairperson, and documentation of the country clearance request must be attached to the Form FT-1. These submissions are to be made no later than 40 business days prior to the date of departure from the U.S. Upon receipt of country clearance, the traveler must submit documentation of the clearance to the Chairperson for inclusion in the travel records for the particular trip.
13. **SECURITY**. Disclosure outside of the CSB of any employee foreign travel information, except for the purpose of obtaining country clearance, making appropriate travel arrangements, or informing family, is prohibited unless approved by the CSB. Nothing in this Order will preclude access to foreign travel information by Federal law enforcement agencies. Disclosures pursuant to the Freedom of Information Act will be in accordance with applicable CSB regulations. The Office of General Counsel will be notified before disclosures to Federal law enforcement agencies.

14. **PAYMENT FROM A NON-FEDERAL SOURCE.** The CSB will **not** accept payment of travel expenses by a non-federal source for official foreign travel by one of its employees or a Board Member unless the Board votes to approve a specific proposal for such travel. The CSB reports all payments for travel from a non-federal source to the Office of Government Ethics on a semi-annual basis. This information is publicly available.
15. **PREMIUM TRAVEL/REST PERIODS.** Use of rest periods and premium class travel (first class and business class) must be approved by the Chairperson, or the RBM in the case of the Chairperson, and are only permissible under certain circumstances as described in the FTR and in the CSB's Travel Program, found on Safetynt.
16. **U.S. FLAG CARRIERS.** Under the Fly America Act (49 U.S.C. 40118), anyone whose air travel is financed by U.S. Government funds must use a U.S. flag air carrier service for all air travel, unless their travel is covered under one of the few exceptions provided in the FTR (§301-10.135 through §301-10.138) and approved by the Chairperson or a designated Board Member. U.S. flag air carrier service includes service provided under a code share agreement with a foreign air carrier when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number. CSB travelers will not be reimbursed for any transportation cost for improper use of a foreign air carrier service.
17. **RENTAL CARS.** CSB employees and Board Members authorized to travel overseas may rent a vehicle for official use at government expense provided that the Director of Financial Operations determines *in advance* that the use of the vehicle is advantageous to the government and gives *specific written authorization*. See FTR § 301-10.450. If a CSB traveler is authorized to rent a vehicle outside the continental U.S., collision damage waiver (CDW) and theft insurance *must be* purchased and will be reimbursed by the government. See FTR § 301-10.451(b). Such insurance is necessary because the rental or leasing agency requirements, foreign statutes, or legal procedures could cause extreme difficulty for a traveler involved in an accident. [NOTE: The CDW is declined when traveling in the United States.] CSB travelers must confine their use of a rental vehicle to official travel-related purposes. Costs associated with unauthorized use of the rental vehicle will *not* be reimbursed by the government. See FTR §§ 301-10.452 and 301-10.453. Some countries may require an international driver's license. CSB travelers are responsible for determining and complying with applicable requirements.
18. **TRIP CLOSEOUT.** An employee must submit a trip report to the employee's supervisor and Chairperson within 10 business days of the completion of official travel. The report should include:
 - a. Traveler Name;
 - b. Travel Dates and Locations;
 - c. Summary of Attended Conference (if applicable);
 - d. International Counterparts Met;

- e. U.S. Government Employees Present;
- f. Summary of Work Performed;
- g. Findings/Conclusions/Recommendations;
- h. Evaluation of whether the trip's purpose and objectives were met.

If more than one CSB employee travels as part of a group, a single trip report may be prepared by the travelers and submitted to the Chairperson in lieu of individual trip reports. The Board Member or employee leading the group shall be responsible for submitting the consolidated report to the Chairperson.

A copy of the trip report, reviewed by the Chairperson, must be provided to the Director of Financial Operations to be filed with the travel authorization and voucher for the trip.

19. **REVIEW AND UPDATE.** The Chairperson shall be responsible for reviewing this Order at least once each fiscal year and for proposing revisions to the Board.
20. **RECORDKEEPING.** The Chairperson and the Director of Financial Operations, respectively, are responsible for maintaining – in compliance with applicable statutes, regulations, and Board Orders – the foreign travel records that are generated by or submitted to them as directed by this Order. No later than 30 days after the effective date of this Order, the Chairperson and the Director of Financial Operations shall establish or modify within their respective functional areas the recordkeeping systems necessary to maintain such records. The RBM is responsible for ensuring that any foreign travel records generated by or submitted to him/her are maintained in the travel recordkeeping system within the Board functional area.

Foreign travel records are covered by the CSB Privacy Act System of Records, CSB-4, "Employee Travel Records," and thus must be protected and handled in compliance with the Privacy Act.

CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD

December 23, 2008.

TIMETABLE FOR FOREIGN TRAVEL¹

Requirement	Deadline
Complete travel plan information	45 business days prior to date of departure from U.S.
Submit request for country clearance	40 business days prior to date of departure from U.S.
Submit request for approval by Chairperson/RBM	40 business days prior to date of departure from U.S.
Submit official passport application	30 business days prior to date of departure from U.S.
Visa*	30 business days prior to date of departure from U.S.
Electronic Travel Authorization	5 business days prior to date of departure from U.S.
Trip Report	10 business days upon return from travel
Reimbursement Request	5 business days upon return from travel

* If necessary. Also, this timetable only provides an estimate. Individual countries may take longer to process visa requests.

¹ In certain cases, the employee may also be required to attend a State Department security briefing prior to departure.

Chemical Safety and Hazard Investigation Board
Foreign Travel Request, Approval, and Certification Form

Traveler's Name: _____ **Phone:** _____
Position Title and Grade: _____ **Date Request Initiated** _____

Country (or Countries)	Major Cities to be Visited	Dates of Official Travel

Purpose of Travel: _____ **Professional Meeting/Conference** _____ **Field Work**
 _____ **Employee Training/Development** _____ **Other (Explain)**

Justification for Travel: Explain objective of the trip, role of the traveler, importance of trip to CSB mission, consequences if travel does not occur, etc. Additional explanation may be attached.

Costs During Official Travel Period	Will other donor reimburse cost? ___ Yes* ___ No (*If yes, then complete the following)
Salary	Name of Donor 1. _____ 2. _____
Lodging	Salary
M&IE	Lodging
Transportation	M&IE
Other (Conf fees, etc)	Transportation
Total	Other (Conf fees, etc)
	Totals

* Use of no-Federal funds requires additional clearances under 31 USC Section 1353 and approval by the Board.

Leave Request: Provide dates of proposed leave that will occur during the foreign travel.

We hereby certify that the above information is correct and complete to the best of our knowledge and that the traveler will prepare a trip report within ten (10) business days of return for submission to the Chairperson.

Traveler _____
Date **Supervisor** **Date**

I HEREBY APPROVE THE TRAVEL AND CERTIFY that the requested travel is essential and supported by the following considerations. Provide explanation for any items not checked below:

- _____ Travel is limited to the minimum necessary to accomplish established CSB objectives and the agency's program (41 CFR 301);
- _____ Clearance by the US Mission/Embassy has been requested and travel will not occur if the US Mission/Embassy objects;
- _____ Leave requests are described above; and
- _____ No other CSB employees or Board Members are known to be traveling to this destination at this time. If not checked, give the names of others.

Second Line Supervisor _____
Date **Chairperson/RMB** **Date**

PRIVACY ACT STATEMENT: This information is subject to the Privacy Act and will not be disclosed without consent, except as required or permitted by law, including in the manner described in this statement. This information is used primarily by CSB management and financial staff, and travel and payroll processors to approve, record, process, and track foreign travel. Additional disclosures of this information may be made for the routines uses permitted by the Privacy Act system CSB-4, *Employee Travel Records*, and for the general routine uses permitted for all CSB Privacy Act systems, as described in the CSB Privacy Act Systems of Records Notice. The authority to collect this information is the Federal Travel Regulation, authorized by 5 U.S.C. § 5707.

Form on Following Page

REQUEST FOR ACCEPTANCE OF PAYMENT FROM NON-FEDERAL SOURCE

6c. Identify the nature and sensitivity of any matter pending at the CSB that may affect the interests of the non-Federal source. Also describe your role in deciding any such matter. If there are none, please indicate this.

7 Describe the particular interest or benefit to the CSB in your attending the event and describe how the event is related to your official duties.

8 a. List the travel benefits offered, the value, and the method of providing the benefits (in kind, e.g. a prepaid airline ticket and or hotel room, or by check to the CSB). Employees may not receive reimbursement directly from a non-Federal source.

8 b. If the travel benefits exceed the maximum rates allowable for reimbursement, provide information regarding whether other meeting participants are receiving comparable benefits or payments from the non-Federal source.

The information provided above is true and correct to the best of my knowledge.

Signature of Requester Date

DAEO's Concurrence:

In my opinion, the travel payment offered by the non-Federal source is consistent with the requirements of FTR 304-5.3.

Christopher Warner, DAEO Date

Attachments:

- Copy of Proposed Travel Authorization
- Copy of invitation
- Copy of Brochure or other information describing the event

PRIVACY ACT STATEMENT: This information is subject to the Privacy Act and will not be disclosed without consent, except as required or permitted by law, including in the manner described in this statement. This information is used primarily by CSB management, ethics, and financial staff, and travel and payroll processors to approve, record, process, and track foreign travel and ethics compliance. Additional disclosures of this information may be made for the routines uses permitted by the Privacy Act systems CSB-4, *Employee Travel Records*, OGE/GOVT-1, and for the general routine uses permitted for those systems, as described in the applicable Privacy Act Systems of Records Notice. The authority to collect this information is 31 U.S.C. § 1353 and the Federal Travel Regulation, authorized by 5 U.S.C. § 5707.