Distinguish between Official and Unofficial International Travel
Timelines for submitting Official International Travel Requests
Contract Obligations
Trip Reports
Personal Travel and Reporting Requirements
Review
Is your traveler representing DOE, SNL, or NNSA? Are they conducting business on behalf of the U.S. Government?
- If so, this is Official International Travel, regardless of the funding. *

All Sandians, Contractors, and Consultants must obtain SNL and DOE approval for International Travel prior to departure. This includes travel to Canada and Mexico.

International Travel Requests need to be submitted 37 calendar days prior to the departure date.

* When in doubt, please contact the International Travel Office.
If foreign travel is required:

- The Sandia Delegated Representative (SDR) will ensure the Contractor has successfully completed the required training Export Control (EC100) and Foreign Corrupt Practices Act (FCPA100).

- Will obtain the required DOE/NNSA advance approval of foreign travel for the Contractor using Sandia's International Travel Office.

- Will ensure that the required post-travel trip report has been submitted, in accordance with the requirements of ISS100.4.2, “Control of International Travel.” The SDR will maintain copies of all required documentation.
Sandia and DOE have specific requirements for traveling internationally on business travel. If you or your employees do not get the proper approvals before departing on international travel you could be responsible for paying your own expenses. A report could be made to the Security Incident Management Program (SIMP) possibly resulting in a security infraction on your permanent record.

Once you return from official international travel you will need to prepare and submit a trip report within 30 days.
Personal travel

If you travel to a Sensitive Country as defined by DOE and you hold a clearance, you must report this unofficial international travel. Contact the International Travel Helpline to ask if the country you are traveling to is on the list.

Unofficial International Travel to Non-Sensitive Countries does not need to be reported, but keep a record of it.
If you have access to SNL’s internal web go to either the International Travel Home Page or the Travel Home Page and click on the Travel Information System (TIS) link and enter your trip information.

If you don’t have access to SNL’s internal web, contact the Org. you are working for so the OAA can enter the information for you.

The TIS will automatically notify the Counterintelligence (CI) Office. They require notification prior to your departure or as soon as applicable. If you do not hear from CI, please contact them at 284-3878.
If you travel to a Foreign Country for your own company and:

- You are not representing DOE, SNL, NNSA, or the U.S. Government
- You are not funded by DOE, SNL, or the NNSA

Follow the guidelines for Unofficial Travel to Sensitive or Non-Sensitive Countries.
International Travel Contacts

The Sandia International Travel Office is located in the Innovation Parkway Office Complex (IPOC) 7:30 am to 3:00 pm

International Travel Office

Helpline: 505-845-1300
fortravel@sandia.gov
Fax: 505-284-5030

http://sandia.gov/fso/
International Travel Contacts

Help Line: 845-1300
Email: fortravel@sandia.gov

Visit the International Travel Office at http://ibs.sandia.gov/
When traveling to any foreign country including Mexico or Canada on behalf of Sandia, you need to obtain SNL and DOE approval prior to departing.
When traveling to any foreign country on vacation you may not meet with colleagues to discuss a SNL project.
• Travel to a sensitive country must be reported if you are a cleared individual.
If you travel on behalf of SNL, DOE, NNSA, or the Government you must obtain SNL and DOE approval prior to departing.

Please give International Travel a call if you have any questions – 845-1300