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SUBJECT: INTERNATIONAL TRIPS

PURPOSE AND SCOPE

The Department's missions of national security, energy security, and economic growth require Department officials to travel internationally. Careful planning and management review are required to ensure that this travel is conducted in an efficient and effective manner.

POLICY

International travel must be carefully planned and approved to ensure that it meets the needs of the Department while conserving financial resources to the greatest extent possible. Therefore, the following policies will govern international travel:

1. All international trips by the Secretary, Deputy Secretary, and the Under Secretary (Principal Departmental Officers) as well as all international trips by others at Department expense costing at least \$50,000 (together covered trips) will require:
 - C The assignment of a Senior Trip Official who is responsible for all aspects of the trip.
 - C The approval of a trip budget by the Chief Financial Officer.
 - C Complete reconciliation of all trip expenses.
2. All non-Federal travelers will pay their full expenses whenever traveling with the Department in support of its missions unless that traveler has been properly approved as an invitational traveler.
3. All international trips covered by this policy will be conducted with the advice and support of the Department of State and the relevant U.S. embassies.
4. Whenever possible, international air travel will be scheduled via regular commercial service. When other transportation is necessary, it will be acquired in a competitive manner, using the lowest cost alternative that meets mission requirements.

RESPONSIBILITIES

All Department elements will follow these policies and the requirements and procedures established by the Chief Financial Officer in consultation with the Assistant Secretary for Policy. The Office of Policy will provide international trip planning assistance and will serve as the contact point with the State Department and the relevant U.S. embassies. The Chief Financial Officer will approve international trip budgets and will revise or expand upon the policies as appropriate.



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Secretary of Energy