

Information for International Travel

To be used by your travel arranger to complete the DI-1175.

WBS Account for travel:

Traveler Information

Traveler:

Position Title/Grade:

Security Clearance?

Do you currently hold a Security Clearance of 'secret' or higher? (Secret, Top Secret, SCI or above)

Yes

No

Medevac Insurance?

I acknowledge obtaining Medevac Insurance for the duration of my trip will likely be required, per U.S. Embassy policy.

Yes

No

Official Government Passport Policy

All DOI employees are REQUIRED to use an official government passport (maroon or black cover) for all official international travel. This passport is considered the property of the U.S. Government, and DOI is responsible for its safe-keeping. Accordingly, after each trip, you must return your passport to the relevant DOI, USGS, or BOR passport office.

Official Government Passport Status

Do you have an official government passport (maroon or black cover) that is valid for at least six months past the last day of foreign travel? If you are not sure, please contact the relevant DOI, USGS, or BOR passport office.

Yes

No

State Department Security Training

Have you taken the required Counter Threat Awareness Training(CT401)? The Foreign Affairs Counter Threat Training (CT650/FACT) is also required for travel over 90 cumulative days in one calendar year. Training is valid for 6 years.

Yes

No

Travel Dates

Are you requesting an Annual DI-1175?

- More than four trips in a Fiscal Year; to the same destination; for the same purpose; utilizing the same source of federal funds; all funds must be DOI funding; this excludes ITAP funding.
- Conferences and Technical/Scientific meetings are not eligible for Annual DI-1175

Yes

No

Trip Start Date

Trip End Date

Any personal days during the trip?

Yes

No

Number of Annual leave days:

(Please do not include Weekends or Holidays in the total number of Annual Leave days)

List Annual Leave Dates:

(Separate dates with commas; please use Month/Day/Year format.)

Travel Details

List total number of consecutive countries you plan to visit:

Foreign Travel Location

Country		Arrival Date		Departure Date	
City					
In-Country Contact Name					
In-Country Organization					
In-Country Contact Email					
In-Country Contact Telephone					

Please answer all questions below, be as specific as possible.

Each response can be no more than 400 characters.

Objective of trip (attend meeting, give presentation, represent DOI/USGS)

Role of Traveler and Agency (discuss why expertise of this traveler from DOI/USGS is needed to engage in this travel)

Importance of trip to DOI/USGS Mission (include the results and benefits to the current priorities of DOI/USGS, US foreign policy and/or national security)

Consequences to DOI/USGS if travel does not occur.

Travel Purpose

Purpose of Travel

Check One

Emergency Response: Disaster response support, such as for wildfires, earthquakes, volcanoes, landslides, etc.

Field Work: Hands-on or applied scientific or technical work on the ground in outdoor settings typically involving the use of instruments, surveys, monitoring equipment, etc.

Technical/Scientific Exchange: meetings, consultations, conferences, seminars, research collaborations, scientific panels, etc.

ITAP funded travel.

Please include subject/topic of your travel in a brief description (*limited to 30 characters*)

Travel Approvers

List appropriate Approving Officials (AO's) for your bureau/office. CANNOT be the Traveler.

1.	
2.	

Travel Costs

Enter DOI contributions in the left-hand column using whole numbers only. (Decimals should be rounded UP to whole dollars)

	DOI Costs	Non-DOI Costs	Total Trip Costs
Salary			
Per Diem			
Transportation			
Other Costs			
Total Costs			

***At least one entry for DOI costs is required (either Salary, Per Diem, or Transportation), Even if that number is zero.**

Form Viewer

Include anyone you wish to 'View' (but not edit) your form once completed.

Form Viewer:

Certifications listed on DI-1175 Form Before Submission

Government Furnished Equipment (GFE) Certification

- I certify that I will comply with DOI policy, OCIO Directive 2013-003, and associated procedures for the use of Government Furnished Equipment (GFE) prior to, during, and after official international travel.

[IT International Travel Advisory](#)

[State Department Travel Advisory](#)

- I will be taking Government Furnished Equipment (GFE) on this travel.
GFEs include DOI-issued smart phones, laptops, thumb drives, etc. as defined by policy above.

I CERTIFY THAT:

- Travel is limited to the minimum necessary to accomplish the agency's program (41 CFR301).
- Travel fulfills DOI mission priorities and/or U.S. foreign policy and national security objectives.
- Travel will only occur if State Department approval (eCC country clearance) is obtained prior to departure. Traveler will follow all U.S. Mission/Embassy guidance while in country.
- Traveler will confirm with their Program Office whether a trip report is due upon return and will furnish such a report as required.
- Check here if other DOI employees are known to be traveling to this destination at this time.

DI-1175 Employee Certification

- The above information is complete and accurate to the best of my knowledge and belief.