

NESDIS TRAVEL JUSTIFICATION

INSTRUCTIONS: **ALL INFORMATION MUST BE TYPED.** Please download and complete this form in its entirety. The use of this form is for Foreign Travel, Invitational (CD-210) Travel, Sponsored Travel, Non-Contract Carrier, Actual Lodging and SES Domestic Travel.

TRAVELER <input type="text"/>	EMAIL ADDRESS <input type="text"/>	PHONE NUMBER <input type="text"/>				
OFFICE <input type="text"/>	FUNDING SOURCE <input type="text"/>	TRAVEL DATE(S) <table border="0"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>DEPARTURE</td> <td>RETURN</td> </tr> </table>	<input type="text"/>	<input type="text"/>	DEPARTURE	RETURN
<input type="text"/>	<input type="text"/>					
DEPARTURE	RETURN					

Section 1. JUSTIFICATION CHECKLIST (Answer YES or NO in the space provided. NO ACRONYMS)

1. List of Meeting(s) and Location

Is this travel under the 4 week deadline **If YES, provide justification in #3*

2. Justification (Purpose and role for each meeting. 1-2 sentences MAX for each meeting.)

3. Justification for late submission (1-2 sentences MAX)

Was this travel entered on the Google Travel spreadsheet **If No, trip must be entered for approval*

Personal time/leave requested **If YES, list dates*

Request for Actual Lodging **If YES per diem*

actual rates

Request for Non-Contract Carrier **If YES contract carrier cost*

non-contract carrier cost

[Fly America Act Certification](#)

4. Justification for Actual Lodging and/or Non-contract carrier request

Section 2. TRAVEL REQUIREMENT CHECKLIST (Answer YES or NO in the space provided)

1. Is this trip Conference Travel? **If No, proceed to #3 / *If Yes, has the package been prepared?* Yes No

2. Is this trip Group Travel? **If No, proceed to #3 / *If Yes, name submitted to the data call?* Yes No

[U.S. Department of Commerce Conference & Group Travel Procedures](#)

3. Name and organization of other NESDIS and/or NOAA participants
(Only complete for non- Conference/Group Travel)

4. Official Passport
[Official Passport Requirements](#) [Requirement to Travel on Official Passport](#)

5. Visa Required *Updated 7/2019 NOAA Travel*
[Official Visa Requirements/Applications](#)

6. CD-210 Required **If Yes, attach CD-210 and DOC Ethics approval*
[Form CD-210](#) [Travel Gift Questionnaire](#) [U.S. Department of Commerce Ethics Division](#)

7. Country Clearance required **If Yes, attach PENDING or APPROVED clearance Updated 11/2019 State Department*
[eCountry Clearance](#)

8. High Threat Security Overseas Seminar (HTSOS) *Updated 1/2020 Department of Commerce*
[Foreign Service Institute](#) [CLC HTSOS Training](#)

9. NESDIS IT Travel Form **Not needed for Alaska or Hawaii only**
[IT Travel Form](#)

Section 3. COMMENTS/ OTHER INFORMATION

Section 4. APPROVALS (Electronic Signature Required)

TRAVELER	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>
TRAVEL PREPARER	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>
CENTER/OFFICE DIRECTOR	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>
DAA APPROVAL	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>
(ACTUAL LODGING/ NON-CONTRACT CARRIER)		