

## Domestic and Foreign Travel

Definitions from the Federal Travel Regulations, Glossary of Terms:

**Continental United States (CONUS)**—The 48 contiguous States and the District of Columbia.

**Foreign area** (see also *non-foreign area*)—Any area, including the Trust Territories of the Pacific Islands, situated both outside CONUS and the non-foreign areas.

**Non-foreign area**—The States of Alaska and Hawaii, the Commonwealths of Puerto Rico, Guam and the Northern Mariana Islands and the territories and possessions of the United States (excludes the Trust Territories of the Pacific Islands).

### Non-Foreign Area (not including Alaska and Hawaii)

#### U.S. Territories

1. American Samoa
  - Tutuila Island
  - Aunu'u Island
  - Ofu Island
  - Olosega Island
  - Rose Island
  - Swains Island
  - Ta'u Island

2. Territory of Guam

3. U.S. Virgin Islands
  - St. Croix
  - St. John
  - St. Thomas

#### Other Unincorporated Territories

(Administered by the U.S. Dept. of the Interior)

1. Johnston Atoll
  - Johnston Island
  - Akau Island
  - Hikina Island
  - Sand Island

2. Midway Atoll
  - Sand Island
  - Eastern Island
  - Spit Island

3. Wake Island (also known as Wake Atoll)
  - Wake Islet
  - Wilkes Islet
  - Peale Islet

#### Commonwealths

1. Commonwealth of Puerto Rico
  - Puerto Rico
  - Vieques
  - Culebra
  - Culebrita
  - Palomino (Spanish Virgin Islands)
  - Mona
  - Monito

2. Commonwealth of the Northern Mariana Islands

- Saipan
- Tinian
- Aguijan
- Rota
- Farallon de Pajaros
- Maug Islands
- Asuncion
- Agrihan
- Pagan
- Alamagan
- Guguan
- Zealandia Bank
- Sarigan
- Anatahan
- Farallon de Medinilla

## Top Ten Tips for Foreign Travel

1. Make sure you have a signed, valid passport and visas, if required. Fill in the emergency information page of your passport. Make a copy of your passport's data page and any visas. Keep this with you but separate from the originals while traveling. Bring 2 extra passport photos with you to facilitate replacement if your passport is lost or stolen. If you are an Exchange Visitor or Visiting Scholar, remember to obtain a DS-2019 travel validation or endorsement prior to your departure to ensure proper documentation and/or entry to the U.S.
2. Read the Consular Information Sheets, Public Announcements and Travel Warnings for the countries you plan to visit. Consular Information Sheets cover entry regulations and the location of U.S. embassies, consulates and consular agencies. These can be found at <http://travel.state.gov> or call 202-647-5225.
3. Leave copies of your detailed itinerary, passport data page and visas with family or friends at home, so that you can be contacted in case of an emergency. Be sure to leave contact phone numbers where you can be reached.
4. Familiarize yourself with local laws and customs of the countries to which you are traveling. Remember, while in a foreign country, you are subject to its laws.
5. Familiarize yourself with conditions in the countries you are visiting that may affect your health, such as required immunizations, pollution levels, types of medical facilities, and availability of pharmaceuticals. Make sure you have insurance that will cover emergency medical needs while you are overseas. If you have a pre-existing medical problem, you should carry a letter from your attending physician describing the medical condition and any prescription medications. Any medications being carried overseas should be left in their original containers and be clearly labeled. If you have allergies or other medical problems, consider wearing a "medical alert" bracelet. If you wear eyeglasses, take an extra pair with you.
6. Be aware of export control requirements. Remember laptops and global positioning systems (GPS) and their underlying software are covered by the Export Administration Regulations (EAR) and in some cases by the International Traffic in Arms Regulations (ITAR). Check if a license exception may apply to your laptop or GPS or if an export control license is required.
7. Find out about customs and import restrictions. Many countries have restrictions on what may be brought into the country, including food and medications. Be aware of what cannot be brought in the U.S.
8. Find out the location of the nearest U.S. embassy or consulate, particularly if you are traveling to a remote area or a country experiencing civil unrest or staying in the country longer than one month. Register with the U.S. embassy or consulate when you arrive. This will make your presence known in case it is necessary to contact you in an emergency.
9. Don't bring anything you would hate to lose. Do not wear conspicuous clothing and expensive jewelry. Do not carry excessive amounts of cash or unnecessary credit cards.
10. Follow basic safety rules. Do not leave your luggage unattended in public areas and never accept packages from strangers. Do not use illicit drugs or drink excessive amounts of alcohol. Deal only with authorized agents when you exchange money or purchase art or antiquities. Avoid demonstrations or other situations that may become unruly or dangerous.

## FLY AMERICA ACT WAIVER CHECKLIST

*(To assist in determining qualification for a waiver of the restrictions of the Fly America Act under 41 CFR Part 301-10, check the applicable statement(s) below.)*

\_\_\_\_\_ Foreign air travel on a non-U.S. air carrier is financed by U.S. Government, or will be claimed as costs under an award. *(If you do not check this block, the restrictions of the Fly America Act do not apply. Check at least one of the statements below to qualify for a waiver of the restrictions of the Fly America Act.)*

\_\_\_\_\_ Use of foreign air carrier is a matter of necessity because of: *(Must check one below)*

\_\_\_\_\_ U.S. flag air carrier cannot provide the air transportation needed, e.g.

\_\_\_\_\_ Use of foreign air carrier is necessary for medical reasons.

\_\_\_\_\_ Use of foreign air carrier is required to avoid unreasonable risk to traveler's safety. *(See 41 CFR 301-10.138(b)(2) for supporting evidence needed.)*

\_\_\_\_\_ Seat on U.S. air carrier in authorized class of service is unavailable, seat on foreign air carrier in authorized class of service is available.

\_\_\_\_\_ Other. *(Provide detailed explanation.)*

\_\_\_\_\_ Use of U.S. flag air carrier will not accomplish the Department's mission. *(Provide detailed justification)*

\_\_\_\_\_ Bilateral or multilateral air transportation agreement. U.S. is a party and Dept. of Transportation determines agreement meets requirements of Fly America Act.

\_\_\_\_\_ No U.S. flag air carrier provides service on a particular leg of your route *(Travelers can only use foreign air carrier to or from the nearest interchange point to connect with a U.S. carrier).*

\_\_\_\_\_ A U.S. flag air carrier involuntarily reroutes traveler on a foreign air carrier.

\_\_\_\_\_ Service on a foreign air carrier is three hours or less, and use of U.S. flag air carrier doubles en route travel time.

\_\_\_\_\_ Air travel is between the U.S. and another country and use of a U.S. carrier on a nonstop flight extends travel time by 24 hours or more.

\_\_\_\_\_ Any other air travel. *(You must check at least one of the following statements to qualify for a waiver of the Fly America Act restrictions in this section)*

\_\_\_\_\_ Use of a U.S. carrier increases the number of aircraft changes outside the U.S. by two or more.

\_\_\_\_\_ Use of a U.S. carrier extends travel time by six hours or more.

\_\_\_\_\_ Use of a U.S. carrier requires a connecting time of four hours or more at an overseas interchange point.

Remember, you **must use a U.S. flag air carrier on every portion of the route where it provides service** unless you qualify for a waiver.

## **Useful Websites Related to Foreign Travel**

### **U.S. General Services Administration, Federal Travel Regulations (FTR)**

<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelPage=%252Fep%252Fchannel%252FgsaOverview.jsp&channelId=-14863>

[http://www.gsa.gov/graphics/ogp/2007-06\\_FTR-entire.pdf](http://www.gsa.gov/graphics/ogp/2007-06_FTR-entire.pdf)

### **U.S. Department of State, International Travel Homepage**

[http://travel.state.gov/travel/travel\\_1744.html](http://travel.state.gov/travel/travel_1744.html)

#### **Current Travel Warnings**

[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

#### **Current Travel Alerts**

[http://travel.state.gov/travel/cis\\_pa\\_tw/pa/pa\\_1766.html](http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html)

#### **Safety Issues**

[http://travel.state.gov/travel/tips/safety/safety\\_1180.html](http://travel.state.gov/travel/tips/safety/safety_1180.html)

### **U.S. Department of State, Travel and Business**

<http://www.state.gov/travelandbusiness/>

### **U.S. Department of State, Per Diem Rates**

[http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

#### **Foreign Per Diem Rates by Location**

[http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)

### **U.S. Department of Defense, Per Diem, Travel and Transportation Allowance Committee**

<http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>

### **USA.gov - International Travel**

<http://www.usa.gov/Citizen/Topics/Travel/International.shtml>

### **Currency Converter**

<http://www.oanda.com/convert/classic>