

**NATIONAL NUCLEAR SECURITY ADMINISTRATION  
REQUEST FOR PRE-APPROVAL OF FOREIGN TRAVEL**

This form is provided as a convenience for the collection of Foreign Travel Request data. The form is intended for use as an offline resource to collect data necessary to support the NNSA Pre-Notification Travel Request (PNTR) in DOE's Foreign Travel Management System (FTMS). All data must still be entered into the FTMS for Department of Energy (DOE) tracking and monitoring. Specific questions on Foreign Travel or the completion of this form should be directed to your site's Senior FTMS Organizational Point of Contact (Sr. OPOC).

**This form may be completed on your computer. Press TAB to jump from one field to the next.**

| Pre-Notification Travel Request (PNTR)   |       |                             |        |      |
|--|-------|-----------------------------|--------|------|
| 1. Departure Date (mm/dd/yyyy)   |       | 2. Return Date (mm/dd/yyyy) |        |      |
| 3a. Primary Project  |       | 3b. Secondary Project       |        |      |
| <b>4. Destination Country</b>  |       | <b>Destination City</b>     |        |      |
| 1  |       |                             |        |      |
| 2  |       |                             |        |      |
| 3  |       |                             |        |      |
| 4  |       |                             |        |      |
| 5. Trip Leader's Name  |       | Trip Leader's Site          |        |      |
| Last   | First | Middle                      |        |      |
| 6a. Number of Delegates:   |       |                             |        |      |
| <b>6b. Delegates</b> (Use the end of this form if additional space is needed for delegates.)   |       |                             |        |      |
| 1  | Last  | First                       | Middle | Site |
| 2  | Last  | First                       | Middle | Site |
| 3  | Last  | First                       | Middle | Site |
| 4  | Last  | First                       | Middle | Site |
| 5  | Last  | First                       | Middle | Site |
| 6  | Last  | First                       | Middle | Site |
| 7. Purpose/Summary of Travel (Please do not exceed 650 characters. For countries requiring pre-notification, this field will be sent to the appropriate embassy upon request.) |       |                             |        |      |
| 8. Lab Notes (Please do not exceed 1,000 characters.)  |       |                             |        |      |
| 9. HQ Admin Notes (Please do not exceed 1,000 characters.)   |       |                             |        |      |
| 10. Embassy Assistance Requested <input type="checkbox"/> Yes <input type="checkbox"/> No  |       |                             |        |      |
| 11. Embassy Notes (Please do not exceed 1,000 characters.) This field will be included in Embassy Notification Approval.   |       |                             |        |      |
| 12. E-mail Notification upon Approval/Denial   |       |                             |        |      |
|  | @     |                             | @      |      |
|  | @     |                             | @      |      |
|  | @     |                             | @      |      |
|  | @     |                             | @      |      |
| 13. E-mail Notification of this Request  |       |                             |        |      |
|  | @     |                             | @      |      |
|  | @     |                             | @      |      |
|  | @     |                             | @      |      |
|  | @     |                             | @      |      |

| 6b. Additional Delegates |      |       |        |      |
|--------------------------|------|-------|--------|------|
| 7                        | Last | First | Middle | Site |
| 8                        | Last | First | Middle | Site |
| 9                        | Last | First | Middle | Site |
| 10                       | Last | First | Middle | Site |
| 11                       | Last | First | Middle | Site |
| 12                       | Last | First | Middle | Site |
| 13                       | Last | First | Middle | Site |
| 14                       | Last | First | Middle | Site |
| 15                       | Last | First | Middle | Site |
| 16                       | Last | First | Middle | Site |
| 17                       | Last | First | Middle | Site |
| 18                       | Last | First | Middle | Site |
| 19                       | Last | First | Middle | Site |
| 20                       | Last | First | Middle | Site |
| 21                       | Last | First | Middle | Site |
| 22                       | Last | First | Middle | Site |
| 23                       | Last | First | Middle | Site |
| 24                       | Last | First | Middle | Site |
| 25                       | Last | First | Middle | Site |