

SAMPLE

Justification Memo for International Travel

PURPOSE: ACTION
REVIEW NEEDED BY:
DAY:
DATE:
TIME:

DATE:

TO: Diane Rossi
The Chief of Staff
THROUGH: Executive Secretariat _____
FROM: _____
Assistant Secretary

Subject: Foreign Travel by [name], [principal office] to participate in [name or description of event], [city and country to be held], [dates of travel].

REQUEST

The purpose of this memo is to request approval for travel for [name(s)] to participate in [event, place, dates]. (Include also whether travel is payment in-kind, invitational travel/at no cost to government.)

PURPOSE OF TRAVEL

What is the purpose of the event/meeting? What is the purpose of this specific individual's participation in the event? What entity, if any, is requesting that this individual travel? (Please be specific.)

BACKGROUND AND CONTEXT

Include here:

Background (e.g., what initiative, if any, is this part of? Is this one in a series of meetings or events? Has the Department participated before? Has this individual participated before? What other key entities or individuals participate?)

Context (e.g., are there particular political, diplomatic, social, or educational factors that affect the desirability of carrying out this travel?)

EXPECTED BENEFITS OF TRAVEL

What is expected to be the outcome of the event/meeting? What is the expected outcome of the participation by this individual? How does this travel relate to the Department's priorities? How will this travel benefit the Department? How will it benefit the U. S. government (as appropriate)? How will it benefit students, educators, or others?

How will the traveler continue to be involved in this initiative or project upon return to the Department? What follow up, if any, will be required?

ADDITIONAL INFORMATION

Please note additional pertinent facts, including:

Whether this travel was part of the Principal Office's annual international travel plan; Who will pay for it; also note whether this travel is payment in-kind, invitational travel and/or at no cost to the government; Whether annual leave is involved or will be attached to official travel; and Other pertinent facts.

RECOMMENDATION:

It is recommended that this request for [no cost to government] travel for [name, event, place, dates] be approved [, with the understanding that the cost for accommodations will be borne by [if appropriate]. The other expenses of travel (airfare, taxis, meals, accommodation) will be paid for by the Department (if appropriate).

DECISION:

Travel for [name, event, place, dates] is:

APPROVED _____ **DATE** _____

DISAPPROVED _____ **DATE** _____

COMMENTS _____ **DATE** _____

Page - 3 -

ATTACHMENTS

- TAB A Copy of the Travel Authorization**
- TAB B Flight Schedule**
- TAB C Letter of invitation (if applicable)**
- TAB D Agenda for the conference (if applicable)**
- TAB E Request for Approval to Accept payment for Official Travel from a Non-Federal Source (if applicable)**
- TAB F Trip Report Form (This report is due 10 days after you return from your Travel).**