

## **Travel Requirements - ITER (June 2014)**

Prior to any travel under this subcontract, the Seller shall submit their request to travel with the following information to the Technical Project Officer (TPO) for approval, with a copy to the identified US ITER Project Office Travel Administrative Coordinator (TAC), via email: name of traveler as it appears on passport; e-mail address of traveler; dates of travel; purpose of travel; business city; date business begins; and date business ends.

The TAC for this Agreement is [NOTE: insert name, phone number, and email address of the TAC].

Once the TPO has approved the request to travel and has processed a US ITER Travel Reservation Request Form, the TAC will coordinate all travel arrangements (e.g. airline tickets, hotel, auto rental). All travel expenses will be reimbursed through the TAC and will not be reimbursed via this Agreement.

**Foreign Travel** (travel originating within the United States and traveling to a foreign country; or originating in a country other than United States and concluding in another foreign country outside of the United States) requires that the Seller submit their request to travel to the TPO and TAC no less than fifty (50) calendar days prior to the requested departure date.

**Domestic Travel** (travel within the United States, or travel to the United States that originates in a foreign country) requires that the Seller submit their request to travel to the TPO and TAC no less than fourteen (14) business days prior to the requested departure date.

The Seller will be responsible for following other requirements as identified in DOE Order 551.1D (or current version). Failure to comply with the ITER Travel Requirements stated herein may result in denial of travel or the unallowability of travel expenses.