



# governmentattic.org

*"Rummaging in the government's attic"*

Description of document: U.S. Census Bureau International Travel Handbook, 2020

Requested date: 01-January-2021

Release date: 04-February-2021

Posted date: 01-March-2021

Source of document: ATTN: FOIA Office  
U.S. Census Bureau , Room 3J235  
4600 Silver Hill Road  
Washington, DC 20233-3700  
Fax: 1-301-763-4244 (ATTN: FOIA Office)  
Email: [census.foia@census.gov](mailto:census.foia@census.gov)

The governmentattic.org web site ("the site") is a First Amendment free speech web site and is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

February 4, 2021

This letter is in response to your correspondence, dated January 1, 2021 to the U.S. Census Bureau's Freedom of Information Act (FOIA) Office. We received your request in this office on January 4, 2021, and have assigned to it tracking number DOC-CEN-2021-000610. We are responding under the FOIA to your request for a digital/electronic copy of the Census Bureau International Travel Handbook.

Enclosed is one (1) document (18 pages) that is responsive to your request; this record is fully releasable under the FOIA. There is no charge for this record.

Please contact Chauvez Bennett or Deloris Reed of my staff by telephone at 301-763-2127 or by email at [census.foia@census.gov](mailto:census.foia@census.gov) if you have any questions regarding your request.

Sincerely,

*Vernon Curry*

Vernon E. Curry, PMP, CIPP/G  
Freedom of Information Act/Privacy Act Officer  
Chief, Freedom of Information Act Office

Enclosure

Enclosure

# U.S. CENSUS BUREAU INTERNATIONAL TRAVEL HANDBOOK

---

Issued February 2016  
Revised September 2020



United States®  
**Census**  
Bureau

U.S. Department of Commerce  
U.S. CENSUS BUREAU  
*census.gov*



---

## Preface

The U.S. Census Bureau's Travel Management and Policy Branch (TMPB), Finance Division (FIN), and International Collaboration Steering Committee developed this handbook to provide guidance to employees who travel abroad. We want to ensure our international travelers are safe and comply with Census Bureau policies and Department of Commerce and Department of State regulations.

The handbook is designed to reduce the likelihood of adverse events and identify measures to help travelers respond promptly and effectively to security, health, and safety threats or events.

It provides general guidance, precautions, and procedures applicable to most situations.

The TMPB is responsible for any updates to this document. Please send comments and suggestions to [<fin.tmpb.international.travel@census.gov>](mailto:fin.tmpb.international.travel@census.gov).

---

## Table of Contents

Acronyms .....	5
Planning Your International Trip .....	6
International Travel Approval Process .....	6
Official Passport .....	6
Visa .....	6
Country Clearance .....	6
Training .....	7
Travel Arrangements .....	7
Making International Phone Calls .....	8
Government Travel Charge Card .....	8
Medical Considerations .....	8
Copies of Documentation .....	9
Handling Money Overseas .....	9
Government Equipment .....	10
Travel Alerts and Warnings .....	10
Smart Traveler Enrollment Program .....	10
General Safety Practices .....	11
Public Transportation .....	12
Lost or Stolen Passport .....	13
Unforeseen Situations .....	13
Terrorism .....	13
Natural Disasters .....	14
Census Bureau Emergency Contacts .....	14
U.S. Embassies Worldwide .....	14
Resources .....	14
<b>Appendix</b>	
Steps to Obtain Formal Approval for International Travel .....	15
<b>Attachments</b>	
U.S. Census Bureau International Travel Checklist .....	17
Foreign Flag Carrier Approval Exemption Certification Form .....	18

## Acronyms

Carlson Wagonlit Travel Sato	CWT Sato
Contiguous United States	CONUS
Counter Threat Awareness Training	CTAT
Country Specific Information	CSI
Department of Commerce	DOC
Department of State	DOS
E2 Travel System	E2
Finance Division	FIN
Foreign Affairs Counter Threat	FACT
Foreign Intelligence Services	FIS
Government Travel Charge Card	GTCC
Health and Safety Branch	HSB
Identification Card	ID
Information Technology	IT
International Collaboration Program Staff	ICPS
International Travel Authorization	ITA
LAN Technology Support Office	LTSO
Office of Information Security	OIS
Outside Contiguous United States	OCONUS
Service Request Management	SRM
Smart Traveler Enrollment Program	STEP
Telecommunications Office	TCO
Temporary Duty	TDY
Travel Management Center	TMC
Travel Management and Policy Branch	TMPB
United States Embassy	USEMB
United States Government	USG



---

## Planning Your International Trip

International travel includes trips Outside the Continental United States (OCONUS) and U.S. territories.

### International Travel Approval Process

Considering official foreign travel? First, confirm it supports the Census Bureau's mission or strategic vision. Next, make sure your supervisor, assistant division chief, and/or division chief (or associate director, if applicable) are on board.

Checked those boxes? If this were a domestic trip request, you would be all set. However, the Office of the Deputy Director must sign off on nearly all international travel. For more information, see the Appendix, "Steps to Obtain Formal Approval for International Travel."

Have questions or need further assistance? Contact the Census Bureau's International Collaboration Program Staff (ICPS) at 301-763-1354, or visit <https://uscensus.sharepoint.com/sites/ppsi/ese/Pages/Going%20on%20International-Travel.aspx>.

### Official Passport

A passport is an internationally recognized travel document that verifies your identity and citizenship. Census Bureau and other government employees are required to obtain what is known as an *official* or *service* passport prior to traveling abroad on official duties. An official passport lets officials in the destination country know you are entering their country on official business, representing your country in an official capacity. An official passport is also required for reentry into the United States. *You are not permitted to use a personal passport for government business.* You do not need an official (or other) passport to travel to U.S. territories (Guam, Puerto Rico, U.S. Virgin Islands, American Samoa, and the Commonwealth of the Northern Mariana Islands). It typically takes the Department of State 6 to 8 weeks to process a passport. For more information, visit <https://uscensus.sharepoint.com/sites/fin/Pages/First-Time-Official-Passport-Applicant.aspx>.

## Visa

A visa is an official document that allows travelers to legally enter a foreign country. It is usually stamped or glued into your passport. Census Bureau employees must check the entry requirements of the country or countries they are traveling to and apply on their own for a visa(s), if required. For more information, visit <https://uscensus.sharepoint.com/sites/fin/Pages/Visa-Applications.aspx>.

## Country Clearance

Country Clearances (formerly known as Country Clearance Cables or telegrams and now known as Electronic Country Clearances or ECCs) are a means of communicating within the foreign diplomatic network. ECCs notify State Department officials in Washington, D.C., and embassy and post officers abroad of a traveler's presence in a foreign country. Anyone traveling outside of the United States on government business must obtain country clearance. Travelers are required to apply electronically and have State Department approval prior to departure. Applications must include an employee's full itinerary, lodging, and local transportation arrangements. It takes about 2 to 4 weeks for the State Department to process country clearance.

### Why Do You Need Country Clearance?

**Embassy information.** Embassies and consulates are required to monitor all activities conducted during official foreign travel. In some cases, they may request a meeting with or a report from travelers if they need clarification of approved travel.

**Traveler safety.** The State Department will provide assistance to travelers in situations including political unrest, crime, and health emergencies.

**Convenience.** The consulate can assist with lost or stolen passports as well as provide general assistance with hotel and other accommodations.

A U.S. Embassy *may refuse to provide clearance* if a traveler doesn't have an approved itinerary or if it has knowledge of reasons or situations that would prohibit travel during the proposed period. In such cases, employees must reschedule travel to accommodate embassy recommendations.

---

The State Department or nearest U.S. Embassy can provide information—such as whether you need a visa, local laws, travel alerts, and health threats—for specific countries.

For more information, visit <<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>>.

## Training

### Counter Threat Awareness Training

All personnel performing official international travel for less than 90 cumulative days in a calendar year must complete Counter Threat Awareness Training (CTAT). The course, previously known as the High Threat Security Overseas Seminar, prepares employees for work in high-threat regions. Participants learn risk and health management, surveillance detection, crime and personal protection, defensive driving, kidnapping prevention, minefield awareness, and awareness of threats from explosives and countermeasures. The course fulfills a State Department requirement for all U.S. government employees traveling internationally for less than 90 cumulative days in a 12-month period. *It is not required for, and does not include, nonofficial (personal) international travel.*

Sign up at one of the following:

- Commerce Learning Center:  
<<https://doc.csod.com/client/doc/default.aspx>>.
- State Department Foreign Service Institute (FSI):  
<<https://fsitraining.state.gov/HTSOS>>.

### Foreign Affairs Counter Threat

All U.S. government employees working overseas for 90 or more cumulative days in a 12-month period are required to complete the Foreign Affairs Counter Threat (FACT) course.

The 5-day course is designed to provide participants with knowledge and skills to better prepare them for living and working in environments abroad with unpredictable threats.

For enrollment, cost, course schedule and other information, contact FSI at 703-302-7037 or visit <<https://fsitraining.state.gov/FACT>>.

## Travel Arrangements

All travel reservations (common carrier, rental, and hotel) must be submitted through the Travel Management Center (TMC) via E2 Solutions.

Arrangements should be made as early as possible to ensure adequate planning time. After making arrangements, upload the approved International Travel Authorization Form and required training certificates. Send authorization for approval.

Upon receipt, review your e-ticket to ensure the name on it exactly matches the name on your official passport. Verify that all dates, times, and destinations are accurate and confirmed. Prior to departing, call the airline(s) to make sure there are no flight changes (delays, cancellations, etc.).

To make flight changes while overseas, call CWT Sato Travel, which arranges our travel, at 1-866-265-3585 or 1-210-877-3219 (if the toll-free number does not work in a specific country).

The Fly America Act requires travelers on official government business to use U.S. air carriers for nearly all government-funded air transportation services.

Travelers can use a foreign carrier in *some* instances. In those cases, they must obtain a *justification statement* signed by the approving official, justifying and authorizing use of a foreign flag air carrier for any part of foreign travel. The statement must be entered in or attached to the travel voucher, transportation request, or any other payment document. Each request for a change in route or schedule that involves a foreign carrier must be accompanied by a statement justifying such use. See Attachment, "Foreign Flag Carrier Approval Exemption Certification Form."

For more information about the Fly America Act, visit <[www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act](http://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act)>.

### Unused Tickets

Return unused or partially used airline tickets to the office that furnished them. Get a receipt indicating how much credit is due and confirm the value of the unused ticket has been credited to the centrally billed account.

---

## Making International Phone Calls

The first thing you need to do to make a long-distance phone call is to find out the *international call prefix* of the country you are visiting.

Next up, the *country code* of the country you want to call. In some countries, the country code varies if you are calling a mobile or landline phone. Some countries have different country codes based on geography. The country code typically ranges from one to three digits.

Once you “dial” the international and country codes, you have to dial the *area or city code*. This, too, typically ranges from one to three digits.

Finally, you dial the local phone number.

### To sum up, you dial:

- International call prefix.
- Country code.
- City or area code.
- Local phone number.

**Example:** Want to call Census Bureau headquarters from Germany? Dial: 00-1-301-763-3333.

Your best bet is to find out all necessary phone codes before leaving on your trip. You can also check with the phone operator and hotel staff once you arrive.

## Government Travel Charge Card

Census Bureau employees are required to use a government travel charge card (GTCC) for travel expenses unless a vendor will not accept it. Credit card fees incurred during official travel are reimbursable and can be claimed as a miscellaneous expense on your travel voucher.

**Note:** You can use a personal credit card if it has *zero* foreign transaction fees.

Prior to departing, call Citibank (which issues the GTCC) at 1-800-790-7206 to inform it of your international travel/destination and verify your GTCC is accepted there.

We recommend you also take one or two personal major credit cards (this includes ATM/debit card). For safety reasons, you should not carry large amounts of cash. Most major credit cards are accepted in foreign

countries. But call to inform your credit card company of expected travel and check whether the countries you’re planning to visit accept your credit card(s) and if there are foreign transaction fees.

For GTCC assistance while abroad, call Citibank 24 hours a day/7 days a week at 1-800-790-7206. Report lost or stolen cards *immediately*.

## Medical Considerations

### Vaccinations

You may need a *Carte Jaune* or Yellow Card, an international certificate of vaccination (ICV) issued by the World Health Organization, to enter certain countries with increased health risks.

The Census Bureau Health Unit receives a list of all employees approved for international travel. Approved international travelers should contact the unit to arrange to get required vaccinations at no cost. For additional information, call the Health Unit at 301-763-1673. Requests should be submitted at least 2 weeks before your trip. You can also arrange to get necessary vaccines through the State Department or a private medical provider but they must provide evidence of vaccinations to the Health Unit before you leave on your trip. Travelers who decline recommended vaccinations must sign a waiver form acknowledging they did so *against medical advice*.

Immediately seek treatment if you’re injured while on official Census Bureau business travel. Report the injury to your supervisor and the Census Bureau Health and Safety Branch (HSB) at 301-763-3711 as soon as possible. Keep all related medical bills and documentation of treatment, and submit to the HSB as soon as you can. HSB staff will assist you in completing injury report forms and filing for workers’ compensation benefits, if appropriate.

### Health Insurance

Check with your insurance provider before international travel to find out if it:

- Requires pre-authorizations/a second opinion for emergency treatment.
- Guarantees medical payments abroad.
- Pays foreign hospitals and doctors directly.

- Covers medical evacuation or medivac (air transport for emergency evacuation of the sick or wounded) services. If not, you may want to purchase additional medivac insurance, which provides coverage for evacuations and repatriation for individuals who travel internationally. The Department of Commerce pays for medivac of employees on official travel so they do not need to purchase additional medivac insurance. For more information on medivac insurance, visit [www.travelinsurancereview.net/plans/evacuation/](http://www.travelinsurancereview.net/plans/evacuation/).

**Note:** The Census Bureau does not provide or reimburse the cost of additional medical insurance. Travelers must pay for any additional health coverage while abroad.

### Preexisting Conditions

Travelers with preexisting medical conditions should carry documentation from their physician describing their condition and treatment. Those with serious allergies should carry an EpiPen® and wear a medical alert wristband identifying allergies and/or medical conditions.

### Prescription Medications, Eyeglasses

- Before leaving, fill all required prescriptions and get a doctor's note listing the meds you take (for doctors abroad and to show to airport security/customs agents, if necessary).
- Make sure all meds are in their original containers with original Rx labels attached.
- Bring enough meds and, if possible, extra doses in case your trip is extended, you lose any medicine, or your condition flares.
- Make a list of generic names of each prescription medicine and save a copy on your laptop and phone.
- Bring an extra set of eyeglasses and contact lenses.
- Pack all meds in a carry-on bag.

### Finding Medical Help Abroad

The U.S. Embassy/Consulate can help you locate appropriate medical services and inform your family or friends if you're sick. It can also assist in the transfer of funds from the United States.

Remember to specify that you are a U.S. citizen and federal employee traveling on official U.S. government business.

### Copies of Documentation

We strongly encourage travelers to make at least two copies of *all* travel documents. Leave one copy with a friend or relative in the United States in case original documents are lost or stolen. Carry and store a second copy *separately* from the original documentation.

Copy these documents:

- Foreign visa (if applicable).
- Itinerary.
- Hotel confirmation.
- E-ticket.
- Driver's license.
- Credit/debit card(s), front and back, you're taking.
- Traveler's check serial numbers, if using.
- Passport ID page.
- Physician documentation describing medical condition and prescriptions.
- List of emergency contacts (i.e., people you're traveling with or meeting).
- List of emergency contacts in the United States.

Give at least one person your complete itinerary and instructions on how to contact you in case of an emergency.

Do *not* take documents that you don't or won't need during your assigned international travel, such as multiple credit cards, U.S.-based rewards cards, or your Social Security card.

### Handling Money Overseas

Avoid carrying large amounts of cash. Instead consider using traveler's checks or major credit /ATM cards.

Keep currency in separate pockets. Separate small and large bills so you do not show you have a large sum of money when making small purchases.

If you require financial assistance while abroad, contact family, friends, banking institutions, or your Census Bureau supervisor.

For further assistance, contact the American Citizen Services Unit in the Consular Section of the nearest U.S. Embassy. To find the closest one, see the "U.S. Embassies Worldwide" section of this document.

---

The State Department's Office of Overseas Citizens Services also assists U.S. citizens abroad temporarily destitute or in need of cash because of an unanticipated emergency. You can reach that office at 1-202-501-4444.

### Government Equipment

The Census Bureau maintains a loaner pool of securely configured mobile devices for employees to use during foreign travel or temporary assignments in foreign countries. For security reasons, you cannot use your currently assigned government mobile devices during international travel. The Information Technology (IT) Directorate provides the following equipment for international travel.

#### Smart Phones and Tablets

The Telecommunications Office (TCO) maintains the Census Bureau's pool of loaner smart phones and tablets used exclusively for foreign travel. Approved employees must submit a ticket for a loaner device at least five days before international travel to the IT Service Desk at 301-763-3333 or online via Service Request Management (SRM) in Remedy. After receiving all required approvals, the TCO will issue a smart phone or tablet with a different phone number (than your current device) for use during official international travel.

You must return your loaner phone/laptop *within three days* of returning from your trip. **Warning:** If you take your assigned device out of the country without going through the TCO, you are responsible for paying any extra charges (i.e., roaming and other fees) incurred during the trip. Additionally, the device will be confiscated and given to the Office of Information Security (OIS) when you return. You will not have use of your device until OIS releases it to the TCO.

#### Laptops

The LAN Technology Support Office (LTSO) maintains a pool of loaner laptops used exclusively for foreign travel. Contact the IT Service Desk or submit an SRM request online via Remedy *at least 5 days before* your trip. Once approved, the LTSO will issue a laptop for use during official international travel.

You must return the laptop *within 3 days* of returning. Do *not connect* it to the Census Bureau's network.

### IT Security Incidents

If you're aware of an IT security breach or incident, contact the Bureau of the Census Computer Incident Response Team (BOC CIRT) immediately at 301-763-3333 or at <[boc.cirt@census.gov](mailto:boc.cirt@census.gov)>. Actual or suspected loss of sensitive data must be reported *within one hour* of discovery. Assistance is available 24/7.

#### Lost or Stolen Mobile Devices

You must report a mobile device lost or stolen to BOC CIRT at 301-763-3333 *within 1 hour* of discovering it is gone. Assistance is available 24/7.

### Travel Alerts and Warnings

#### Alerts

Travel alerts disseminate information quickly about terrorist threats or other relatively short-term or transnational conditions that could pose significant risks and affect travel plans. U.S. Embassies and Consulates send out security or emergency messages to alert U.S. citizens to fast-breaking events, such as demonstrations, coups, approaching storms, and crime.

#### Warnings

The State Department issues travel warnings to recommend postponing travel to a specific country because of widespread civil unrest, dangerous conditions, terrorist activity or, in some cases, because the United States has no diplomatic relations with the country and may have difficulty assisting U.S. citizens in distress. For a list of travel advisories, visit <<http://travel.state.gov/content/passports/english/alertswarnings.html>>.

**Note:** Check out <[www.usembassy.gov/](http://www.usembassy.gov/)> for specific information for every country in the world, including the location of the nearest U.S. Embassy or Consulate; whether you need a visa to travel there; crime and security stats; health and medical considerations; local laws; and special circumstances.

#### Smart Traveler Enrollment Program

The Census Bureau strongly encourages all international travelers to enroll in the State Department's Smart Travel Enrollment Program, also known as STEP.

---

STEP is a free service that allows U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate. Among benefits:

- Receive important information (travel alerts/warnings) from the embassy about safety conditions in your destination country.
- Help the U.S. Embassy contact you in an emergency, whether a natural disaster, civil unrest, or a family emergency.
- Help family and friends get in touch with you in an emergency.

To enroll in the program, visit <<https://step.state.gov/step/>>.

### General Safety Practices

- When possible, Census Bureau employees should travel together. Always pack a few small flashlights and replacement batteries, and carry one with you at all times.
- Pack as lightly as possible, which will permit you to move quickly.
- Keep your luggage within your line of sight until check-in baggage is tagged by an airline or airport official. When checking in at the airport, renting a car or registering at a hotel, consider leaning your luggage against your leg and placing a briefcase, carry-on bag, or purse on the counter/desk in front of you.
- All pieces of luggage (including carry-on) should have tags with your name, mobile phone number, and e-mail address. Use luggage tags with a flap covering your name, mobile phone number, and e-mail address so that information is concealed from casual observers. Do *not* use your Census Bureau business card as a luggage tag because it discloses your U.S. government affiliation.

### Hotel Safety

Always be aware of your surroundings. Some precautions to take at your hotel:

- Stay with your luggage until it's safely locked in your room.
- Ask for a room on the second or third floor, above easy access by thieves but low enough to be reached quickly by local fire equipment.

- Carry your hotel room key on your person at *all times*. Do *not* leave it at the front desk, display it in public, or leave it on tables, in the gym, at the pool, or *any place* else someone can swipe it.
- Do *not* accept packages or open your hotel room door to workers or any other unknown person without verification from the hotel front desk. Take note of hotel security and other hotel employee uniform details, and make sure all hotel personnel are wearing official hotel name/ID tags.
- Answer hotel telephone by saying "Hello" and do not announce your name.
- Do not advertise when you will be out of your room. When out, hang the "Do Not Disturb" sign on your door to give the impression the room is occupied.
- Ask housekeeping to make up your room while you are in it or if you will only be out briefly. Do not put a "Please Service This Room" sign on the doorknob. To discourage would-be intruders, leave the lights and/or TV on when you are out of the room to make it appear someone is there.
- Keep your hotel room door(s) locked at *all times*. Use all the locking devices on your hotel room door. Check locks on any sliding glass doors, windows, or connecting hotel room doors. Keep your luggage locked whenever you are out of your room. Hotel master keys can override dead bolt locks, so the latch or chain is your principal source of security. Many hotel rooms have doors inside the room, which provide access to a connecting room. This is a potential vulnerability because these doors do not normally have a privacy latch or chain.
- Avoid displaying any U.S. government identifiers (such as the Census Bureau logo).
- At night, lock your passport and other valuables (including laptop and other electronic devices) in your luggage or hotel room safe to reduce the risk of theft. Do *not* carry around substantial sums of cash or other valuables such as credit cards, airplane tickets, or jewelry (which is best left home). If possible, leave them locked in the hotel's safe deposit box or safe, which is more secure than a hotel-room safe and may also make the hotel liable for any loss. Liability laws in many countries provide that the hotel is not liable for the loss of guest property unless it is in the "care, custody and control of the hotel."

- Meet all visitors in the hotel lobby or business lounge rather than taking them to your hotel room.
- Purse-snatchers and thieves often linger in hotel lobbies, bars, and restaurants waiting for people to drape purses, briefcases, etc., over chairs or under tables, which makes the items easier to steal. Keep your purse, briefcase, and other valuables you have with you in your line of sight at *all times*.
- Avoid leaving Census Bureau-issued devices in a hotel room. If you have no other choice, cut the risk of theft by keeping them out of sight, e.g., lock them in another piece of luggage. *Locking devices in the hotel safe deposit vault or safe may secure them from theft, but in some foreign countries it may not protect them from access by foreign intelligence personnel.* If you determine something is missing, conduct a thorough search before reporting the incident to hotel security. Report the incident to the local police, U.S. Embassy/Consulate, and the BOC CIRT at Census Bureau headquarters. Provide documentation verifying that you reported property missing.
- Read the fire safety instructions in your hotel room and make note of emergency exits to plan your escape in the event of a fire or other emergency.

#### **Additional Safety Practices**

- Learn local laws and customs before traveling. U.S. citizens are subject to local laws. Foreign laws and legal systems can be vastly different from our own and it is very important to know what is and is not legal. If you break local laws while in another country, your U.S. passport will not help you avoid arrest or prosecution.
- Do not provide unnecessary details about yourself, your family, or your work to anyone whose identity has not been verified, either in person or over the phone. Do not share travel plans or family issues with anyone you don't know who doesn't *need* that information.
- Be alert to anything that looks suspicious or out of place. If you think you are being followed, go to a pre-selected secure area and contact the U.S. Embassy.
- Report all safety and security incidents to the U.S. Embassy as soon as possible and no later than 24 hours after they occur. Avoid walking or going out alone at night. Vary daily routines such as your route to and from work and the time you leave for and return from work. Do *not* use shortcuts, narrow alleys, or poorly lit streets. Even if lost, act as if you know where you are and appear purposeful as you move. When possible, ask only police officers or others in authority for directions.
- Avoid spontaneous gatherings or demonstrations. Stay away from known trouble or hot spots, disreputable places, or other high-risk areas. Only visit reputable establishments but do *not* visit the same locations, especially those known to be popular with Americans, too frequently.
- Learn at least a few key phrases in the local language you may need, such as: *"I need a doctor."* *"I have an emergency."* *"Please take me to a hospital."* *"Please call the U.S. Embassy and give them my name."*
- Secure valuables by double enveloping them, initialing across the seams, and taping all edges and seams (over the initials).
- Confirm the viability of travel outside city limits during daylight hours with the closest U.S. Embassy and always comply with imposed limitation.

#### **Public Transportation**

Do *not* get into a vehicle that is *not clearly identified* as a mode of public transportation (taxi, buses, trains, etc.). When using a taxi, compare the face of the driver with the one on their posted license.

Stay calm if you're involved in an accident while using public transportation. Immediately contact the U.S. Embassy. Provide as much detail as possible (i.e., location, injuries to yourself and others, security situation, etc.). The embassy will provide instructions on what to do.

---

## Lost or Stolen Passport

Immediately report a lost or stolen passport to the U.S. Embassy or Consulate to protect yourself against identity theft and prevent someone else from using your passport.

You will receive a limited-validity passport, which will allow you to return to the United States or continue on your trip. Normal fees apply to the replacement passport but you can claim them as a miscellaneous expense on your travel voucher and be reimbursed for them. When you return to the United States, turn in the emergency passport with the required paperwork to the Travel Management Policy Branch and request a full-validity passport.

Most U.S. Embassies and Consulates are closed and cannot issue government passports on weekends or holidays. But they have after-hours duty officers available to assist with life or death emergencies of U.S. citizens abroad.

### What You Need to Replace a Passport Overseas

- Passport-size photo (one photo is required); get in advance to speed the process of replacing your passport.
- Government-issued identification (driver's license, expired passport, etc.).
- Evidence of U.S. citizenship (birth certificate, photocopy of your missing passport).
- Travel itinerary (airline/train tickets).
- Police report re: loss/theft of passport, if available. It is not mandatory to get a police report but it helps confirm circumstances of the loss or theft. Do not spend time trying to obtain a police report if doing so will cause you to miss a flight or delay your travel unreasonably. Remember to contact and advise your supervisor of the situation.
- DS-11 application for passport. Complete in advance or at time of application.
- DS-64 statement about lost/stolen passport (can complete at time of application). When you report your passport lost or stolen, you must complete a statement describing the circumstances under which it disappeared. You can use State Department Form DS-64 for this purpose, or give a sworn statement before the consular officer describing what happened.

## Unforeseen Situations

The U.S. Embassy and State Department help U.S. citizens who become victims of crime while overseas in two ways:

- Consular officers, agents, and staff work with crime victims and help them with the local police and medical systems.
- The State Department's Office of Overseas Citizens Services will stay in touch with family members in the United States, and help provide U.S.-based resources for the victims when possible

If you are a victim of a crime abroad, contact the nearest U.S. Embassy or Consulate. Consular officers are available for emergency assistance 24/7.

To contact the State Department's Bureau of Consular Affairs (Office of Overseas Citizens Services) in the United States, call 1-888-407-4747 (from the United States or Canada) or 1-202-501-4444 (from overseas).

Contact your supervisor to inform them of your situation.

## Terrorism

Terrorist acts occur unpredictably, making it impossible to protect yourself absolutely. The first and best protection is to avoid travel to areas with a persistent record of terrorist attacks or kidnappings.

The following precautions may help you avoid becoming a target of opportunity and provide some degree of protection. These precautions can serve as practical and psychological deterrents to would-be terrorists:

- Schedule direct flights if possible, and avoid stops at high-risk airports or areas.
- Be cautious about what you discuss with strangers or what others may overhear.
- Try to minimize time spent in less-protected public airport areas. Move quickly from the check-in counter to secure areas.
- When your flight lands, leave the airport as soon as possible.
- Keep an eye out for abandoned packages, briefcases, or other suspicious items. Report anything suspicious to airport authorities, and leave the area promptly.



- Avoid obvious terrorist targets such as places where Americans are known to congregate.
- Keep a mental note of safe havens, such as police stations, hotels, and hospitals.
- Formulate a plan of action or what you will do if a bomb explodes or gunfire erupts nearby.
- Refuse unexpected packages.

### Natural Disasters

Earthquakes, hurricanes, and tsunamis are only some of the natural disasters that may occur threatening the safety of U.S. citizens abroad. Travelers worried about their safety should contact the State Department and/or the U.S. Embassy/Consulate in the affected country, which stand ready around the clock to assist U.S. citizens in need. If possible, travelers should also alert emergency contacts stateside to keep them abreast of the situation.

### Census Bureau Emergency Contacts

In the case of an emergency:

- Contact your immediate supervisor/manager or the Travel Management Policy Branch at 1-301-763-7840.
- Call CWT Sato Travel at 1-866-265-3585 or collect at 1-210 877-3219 (if the toll-free number doesn't work in a specific country) for assistance with flight/ticket (delays, cancellations, missed connections, etc.).
- Contact the Travel Management Policy Branch at the phone number listed above or at <fin.tmpb.travelcard@census.gov> for government charge card increases. After hours, call Citibank at 1-800-790-7206.

### U.S. Embassies Worldwide

For a list of U.S. Embassies and Consulates, visit <[www.usembassy.gov/](http://www.usembassy.gov/)>.

## Resources

### International Visitors and Travel

Department of Commerce policy on Treaties and Other International Agreements:

<[www.osec.doc.gov/opog/dmp/daos/dao218\\_4.html](http://www.osec.doc.gov/opog/dmp/daos/dao218_4.html)>.

Department of Commerce policy on Providing Statistical Information to International Organizations:

<[www.osec.doc.gov/opog/dmp/daos/dao216\\_10.html](http://www.osec.doc.gov/opog/dmp/daos/dao216_10.html)>.

Department of Commerce policy Governing the Selection of United States Delegations to Multilateral International Conferences and Meetings:

<[www.osec.doc.gov/opog/dmp/daos/dao201\\_43.html](http://www.osec.doc.gov/opog/dmp/daos/dao201_43.html)>.

Department of Commerce policy on Foreign National Visitor and Guest Access Program:

<[www.osec.doc.gov/opog/dmp/daos/dao207\\_12.html](http://www.osec.doc.gov/opog/dmp/daos/dao207_12.html)>.

Department of Commerce policy on Gifts and Decorations From Foreign Governments and to Foreign Individuals:

<[www.osec.doc.gov/opog/dmp/daos/dao202\\_739.html](http://www.osec.doc.gov/opog/dmp/daos/dao202_739.html)>.

Census Bureau International Travel:

<<https://collab.ecm.census.gov/div/fin/intranet/Pages/International-Travel.aspx>>.

Census Bureau Travel Policy and Procedures:

<<https://collab.ecm.census.gov/div/fin/intranet/Pages/Travel-Policy-and-Procedures.aspx>>.

- Avoid obvious terrorist targets such as places where Americans are known to congregate.
- Keep a mental note of safe havens, such as police stations, hotels, and hospitals.
- Formulate a plan of action or what you will do if a bomb explodes or gunfire erupts nearby.
- Refuse unexpected packages.

### Natural Disasters

Earthquakes, hurricanes, and tsunamis are only some of the natural disasters that may occur threatening the safety of U.S. citizens abroad. Travelers worried about their safety should contact the State Department and/or the U.S. Embassy/Consulate in the affected country, which stand ready around the clock to assist U.S. citizens in need. If possible, travelers should also alert emergency contacts stateside to keep them abreast of the situation.

### Census Bureau Emergency Contacts

In the case of an emergency:

- Contact your immediate supervisor/manager or the Travel Management Policy Branch at 1-301-763-7840.
- Call CWT Sato Travel at 1-866-265-3585 or collect at 1-210 877-3219 (if the toll-free number doesn't work in a specific country) for assistance with flight/ticket (delays, cancellations, missed connections, etc.).
- Contact the Travel Management Policy Branch at the phone number listed above or at <fin.tmpb.travelcard@census.gov> for government charge card increases. After hours, call Citibank at 1-800-790-7206.

### U.S. Embassies Worldwide

For a list of U.S. Embassies and Consulates, visit <[www.usembassy.gov/](http://www.usembassy.gov/)>.

## Resources

### International Visitors and Travel

Department of Commerce policy on Treaties and Other International Agreements:

<[www.osec.doc.gov/opog/dmp/daos/dao218\\_4.html](http://www.osec.doc.gov/opog/dmp/daos/dao218_4.html)>.

Department of Commerce policy on Providing Statistical Information to International Organizations:

<[www.osec.doc.gov/opog/dmp/daos/dao216\\_10.html](http://www.osec.doc.gov/opog/dmp/daos/dao216_10.html)>.

Department of Commerce policy Governing the Selection of United States Delegations to Multilateral International Conferences and Meetings:

<[www.osec.doc.gov/opog/dmp/daos/dao201\\_43.html](http://www.osec.doc.gov/opog/dmp/daos/dao201_43.html)>.

Department of Commerce policy on Foreign National Visitor and Guest Access Program:

<[www.osec.doc.gov/opog/dmp/daos/dao207\\_12.html](http://www.osec.doc.gov/opog/dmp/daos/dao207_12.html)>.

Department of Commerce policy on Gifts and Decorations From Foreign Governments and to Foreign Individuals:

<[www.osec.doc.gov/opog/dmp/daos/dao202\\_739.html](http://www.osec.doc.gov/opog/dmp/daos/dao202_739.html)>.

Census Bureau International Travel:

<<https://collab.ecm.census.gov/div/fin/intranet/Pages/International-Travel.aspx>>.

Census Bureau Travel Policy and Procedures:

<<https://collab.ecm.census.gov/div/fin/intranet/Pages/Travel-Policy-and-Procedures.aspx>>.

---

### **Trip Information**

- Include an estimated total cost and source of funds (project code).
- Provide justification on how attending the event will benefit the Census Bureau.
- Attach the meeting invitation or other relevant documentation, if available.

### **Approval Routing**

- Complete the supervisory approval routing (usually a division chief and/or associate director) by using the drop-down menu.
- Select "Submit" to send completed form for approval.

### **For a nonfederally sponsored ITA, select "Start Non-Federally Sponsored Submission."**

The form is nearly identical to the routine ITA form, with a couple of differences.

### **Trip Information**

Attach the invitation letter and documentation from the Office of the General Counsel (OGC).

Note: To verify acceptance of privately sponsored travel, contact the Ethics Law and Programs Division, OGC, U.S. Department of Commerce at 202-482-5384. Ask for the ethics attorney on duty. You will receive a form to complete and return to the OGC. The attorney will respond via email. Please attach the OGC's email response or other documentation to the International Travel Authorization form. Only attach the email response to the form.

### **For Technical Assistance/Capacity Building under a reimbursable project, select "Start International Programs Area (POP) Information."**

Complete the form as indicated.

Note: The associate director for Demographic Programs or their designees approve this type of international travel.

### **ITA Status and How to Access the Signed ITA**

Travelers will be notified by e-mail at each stage of the approval process and can access the status of the submitted form either by the e-mail or by looking at the ITA status on the form.

Upon approval, you can proceed to make travel arrangements. You will receive the approved ITA form via e-mail.

### **Requirements After Returning From International Travel**

You must submit a trip report *within 2 weeks* of returning from travel. Complete the template, and distribute as appropriate.

### **Questions?**

For questions or further assistance, please contact the International Collaboration Program Staff at 301-763-1354.



## U.S. CENSUS BUREAU INTERNATIONAL TRAVEL CHECKLIST (For Official Use only)

**Things to do before you travel. Please note the steps listed below are explained in the International Travel Handbook.**

- 1. Complete an ITA (International Travel Authorization) for travel approved by the Deputy Director. ITA applications are completed using SharePoint: <https://uscensus.sharepoint.com/sites/ppsi/ese/Pages/Going%20on%20International-Travel.aspx>.
- 2. Complete the High Threat Training and all mandated travel training available in CLC (Census Learning Center).
- 3. Prepare Travel Authorization thru the E2 Travel System.
- 4. Make travel arrangement thru E2 Travel System as early as possible to obtain the best ticket price.
- 5. Review e-ticket to ensure full name appears exactly as on the ID you will present at airport.
- 6. If applicable, submit passport application upon receipt of travel approval or pickup from admin office.
- 7. If applicable, submit visa application upon receipt of travel approval.
- 8. Submit electronic Country Clearance application.
- 9. If applicable, contact FSI (Foreign Service Institute) for additional international training at 703-302-7144 or <https://fsitraining.state.gov>.
- 10. Contact the Census Health Unit for vaccinations at 301-763-3711.
  - a. \_\_\_\_\_ Health Unit signature.
- 11. Contact your Health Insurance provider to verify international coverage, or if additional coverage is needed.
- 12. Make copies of travel documentation (passport ID page, visa, itinerary, hotel confirmation, airline ticket, etc.).
- 13. Contact TCO or LTSO for loaner government equipment (smart phones, tablets, and laptops) at 301-763-3333.
- 14. Visit DOS (Department of State) website for travel alerts and warnings: <http://travel.state.gov/content/passports/english/alertswarnings.html>.
- 15. Enroll in the free DOS STEP Program to receive additional alerts/warnings while overseas at <https://step.state.gov>.
- 16. Contact CWTSato prior to departing to ensure there are no changes to your flight (delays, etc.) at 855-813-2844.
- 17. Contact TMPB (Travel Management & Policy Branch) to activate your Citibank credit card and verify your credit limit at 301-763-7840 or [fin.tmpb.travelcard@census.gov](mailto:fin.tmpb.travelcard@census.gov).
- 18. Contact Citibank (800-790-7206) and other credit card companies to inform them of international destination.

**Things to do when your travel is complete:**

- 19. Submit travel voucher thru the E2 Travel System within 5 business days.
- 20. Return your passport to your administrative office for safekeeping.
- 21. Return loaner government equipment to TCO/LTSO.
- 22. Prepare and submit trip report summary to the International Cooperative Programs Office.



## Foreign Flag Carrier Approval Exemption Certification Form

U.S. DEPARTMENT OF COMMERCE  
U.S. CENSUS BUREAU

### PART I Travel/Trip Information

a. Name

b. E2 Trip ID

*Certification: By signing this form I certify that it was necessary to use the listed below foreign flag carrier(s).*

c. Signature

d. Date

### PART II Flight Information

*Please use additional forms if more than three legs of your trip were on non-US flag carriers.*

#### Leg 1

a. Name of foreign flag air carrier

b. Flight identification number

c. Leg point of origin

d. Leg destination

#### Leg 2

a. Name of foreign flag air carrier

b. Flight identification number

c. Leg point of origin

d. Leg destination

#### Leg 3

a. Name of foreign flag air carrier

b. Flight identification number

c. Leg point of origin

d. Leg destination

### PART III Exemption Reason

*Please indicate the applicable Fly America exemption below and fill in a statement explaining why the traveler met one of the exceptions. In the case where a funding agency has given approval please attach a copy.*

- |  |  |
|--|--|
| <input type="checkbox"/> Origin or interchange point not served by US flag carrier   | <input type="checkbox"/> Use of foreign flag carrier for safety or medial concerns (must be approved by funding agency)  |
| <input type="checkbox"/> US flag carrier involuntarily re-routes traveler via foreign flag carrier   | <input type="checkbox"/> Use of a US flag carrier would increase aircraft changes by 2 or more   |
| <input type="checkbox"/> Use of US flag carrier would extend time in travel status by 24 hours more than use of foreign flag carrier                           | <input type="checkbox"/> A coach class seat is not available on a US flag carrier  |
| <input type="checkbox"/> Use of US flag carrier would increase travel time by 6 hours or require a layover of 4 hours or more at an overseas interchange point | <input type="checkbox"/> Travel time between origin and destination airport by foreign air carrier is 3 hours or less and US flag carrier would involve double the travel time |

### PART IV Statement of Explanation

*Please attach additional sheets as necessary*

**Note:** Attach this completed form to your E2 Travel Authorization