

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
ACCEPTANCE OF PAYMENT FOR FOREIGN TRAVEL REQUEST

See COMDTINST (CI 5760.14) for details

To: COMDT (CG-8)

From: First Flag-Level Officer in the Chain of Command of the traveler

Based upon the following information, your acceptance of payment for travel expenses under 41 C.F.R. Part 304-1 is requested for:

1. Name (Last, First, Initial)

2. Name, Address and Description of the non-Federal Source

3. Nature of meeting or similar function to attend

4. Justification for attendance of employee to meeting

Note: Provide statement of how travel is:

- a. Related to the employee's official duties;
- b. It is beneficial to the Coast Guard;
- c. It is for attendance to the "meeting or similar function";
- d. It takes place away from the employee's duty station;
- e. That the employee will be in a travel status.

5. Justification for acceptance for travel expense

Provide statement that there is not conflict of interest that would prevent acceptance of payment. To reach that conclusion, discuss: a. The identify of the non-Federal source; b. Purpose of the meeting or similar function; c. Identity of the expected participants; d. The nature of sensitivity of any matter pending at the agency that could affect the interests of the non-Federal source (if there are pending matters, describe them); e. The significance of the employee's role in any such matter (if the employee has a significant role, payment may not be accepted); f. The monetary value and character of the travel benefits offered by the non-Federal source.

6. Provide cost amount and method of payment of travel

Transportation: (round trip)	
Meals	
Lodging	
Total Cost	

If any of the cost exceed the limitations allowed by the travel regulations, indicate whether the cost(s) will be paid in full by the non-Federal source and if the costs are comparable in value to that offered to, or purchased by, other individuals attending the meeting or conference. Also specify that air transportation, if applicable, is via coach class in accordance with USCG policy.

7. CG-0944 review

CG-8 Action

Concur	
Do not Concur	
Date	

Accepted	
Not accepted	
Date	

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
USCG FOREIGN TRAVEL APPROVAL FORM INSTRUCTION GUIDE

Purpose of this form: Request foreign travel approval for all Official Foreign Travel as describe in COMDTINST 5000.5G. This form is not for the request of Unofficial Foreign travel (leave).

The first Flag Officer or Senior Executive Service (SES) Official in the traveler's chain of command is the approval authority for Non-Operational Foreign Travel. This may be delegated to the deputy, Chief of Staff or officer acting in their capacity.

All Official Foreign Travel requests must be submitted at least 30 days in advance to the Approving Official prior to the departure date. If the 30 days is not feasible, the trip point of contact must contact the approving official's action office staff to ensure the request is expedited through the chain of command.

An info copy of all approved Official Non-Operational Foreign Travel request at the first Flag or SES level must be provided to CG-DCO by e-mailing it to USCGForeignTravel@uscg.mil.

Section 1

Point of Contact Information. Include name, phone # (999)999-9999, Office/Unit and e-mail.

Date of request. Enter the date the request is routed to the first approving officer in the chain-of-command.

Section 2

Traveler Information. For military, please include rank in "name" block. Max 10 travelers per form: More than 10, submit additional form.

Select **number of travelers** for this trip.

Complete page 2 (Acceptance of Payment for Foreign Travel Request) if the trip is a **Gift Travel**? See COMDTINST 5760.14.

Please forward CG-8R approved Acceptance of Payment for Foreign Travel Request form to DCO-A as part of the final foreign travel request package.

Ensure all applicable **Required Clearances & Training** including country/theater clearance, ATFP Level I, SERE 100, ISOPREP, Individual Force Protection Plan, Defensive Security Briefing, etc. are completed.

Departure and Return Date.

Country/City: Complete fields.

Airfare/Pier Diem/Misc. Cost. Each field shall be the total for all travelers. Not per traveler.

Section 3

Purpose of Trip. Explicitly explain the purpose of the trip.

Justification. To include **Impact of Denial**. The traveler's name shall be included in the justification. If more than one traveler, justification shall be provided for each traveler. The Command shall ensure the trip benefits the mission of the unit, the U.S. Coast Guard and/or the other Federal Agencies involved and the member's absence will not impact the unit's ability to perform essential functions. If applicable, tie the purpose of the travel into several of the Goals/Objectives of the International Strategic Guidance (ISG) CIM 5710.2 (series).

International Strategic Objectives Defined

Objective 1: We will strengthen the safety and security of the maritime domain by developing and leveraging force-multiplying international partnerships.

Objective 2: We will strengthen and leverage international cooperation to achieve maximum transparency of the global maritime commons through a layered maritime safety and security regime to support an understanding of events in the maritime domain which may present threats to our safety, commerce, environment and security.

Objective 3: We will further Coast Guard maritime safety, security and environmental protection goals through shaping international maritime regulations and standards, and enabling international implementation, inspection and enforcement.

Objective 4: We will execute our role internationally as a member of the U.S. Armed Forces, an agency of the Homeland Security Department and unique instrument of U.S. Foreign Policy through the performance of statutorily required actions and support of U.S. interagency international goals and initiatives where Coast Guard core competencies can be effectively leveraged.

Section 4

Routing travel request through the Chain of Command: Prior to submitting the request to the final approving official's (First Flag Officer & SES). If the final approving official's signature does not appear on the form, request will be returned to the point of contact listed on the form. Once the final approving official has signed the travel request, the form must be e-mailed to CG-DCO as a PDF using: USCGForeignTravel@uscg.mil.

AUTHORITY: 5 U.S.C. Section 5701, 37 U.S.C. Sections 404 - 427, 5 U.S.C. Section 301, and DoDFMR 7000.14-R, Vol. 9.

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving and accounting for travel request and claims submitted by Department of Defense (DoD) travelers for official Government travel.

ROUTINE USE(S): Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income taxes, and for any DoD "Blanket Routine Use" as published in the Federal Register.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in travel request denial.