



March 28, 2024

RECEIVED
APR 01 2024

Mr. Ivan Butts
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Ivan:

As a matter of general information, the Postal Service is updating its international travel policies. The purpose of the changes is to modify the current approval process for international travel.

All international travel policies that are currently in the Handbook F-15 will be placed in a new chapter within Handbook F-15, titled *International Travel*, and dedicated to international travel policies.

This chapter will be announced in an upcoming Postal Bulletin and will be incorporated into the next published Handbook F-15

Enclosed is the draft of the new chapter, *International Travel*, and crosswalk documents that identifies current locations of international travel policies and any revised language.

Sincerely,

A handwritten signature in blue ink that reads "Paulita Brindley".

FOL Bruce A. Nicholson
Director
Labor Relations Policies and Programs

Enclosures

International Travel

Purpose

The International Travel section provides policy for all U.S. Postal Service (USPS), and U.S. Postal Inspection Service (USPIS), personnel who travel internationally while conducting official Postal Service business. Office of Inspector General (OIG) personnel should follow the policies and guidelines set forth for them regarding international travel.

Audience

The International Travel section is intended for both travelers and approving officials of USPS, USPIS, and OIG. It is directed toward all personnel for official business travel requests and reporting requirements for personnel who hold a national security clearance and/or work in a designated sensitive position. Personnel holding a security clearance must follow Security Executive Agent Directive (SEAD-3) reporting requirements.

Travelers and Approving Officials

When traveling abroad on official business, you represent the Postal Service and the U.S. Government. You are expected to perform your duties in a professional manner and with the same care and prudence as if you were traveling at your own expense. Specifically, you must do all the following:

Travelers on Official International Travel

1. Complete mandatory international travel trainings and security briefing(s) as designated by the U.S. Department of State (DOS) and the Postal Service.
2. Upload the applicable certificate(s) to your International Travel Authorization Program (ITAP) profile prior to requesting Official International Travel (OIT).
3. Request "OIT" in the ITAP system. [itap.uspis.gov].
4. Submit your OIT request at least 21 business days prior to planned departure.
5. Request an international virtual private network (VPN) and international phone service using guidance from ITAP during the request process of International Travel.
6. When returning from International Travel, you must do the following:
 - a. USPS personnel, immediately return your official passport to International Postal Affairs (IPA).
 - b. Immediately return burner devices, if applicable, to the Chief Information Security Officer (CISO) Digital Forensic & Incident Response Team (DIFIR) group, using the guidance provided upon receipt of devices. Remember to log out of your iCloud account.

- c. Within five (5) business days of completing travel, complete the National Security Post-Travel Questionnaire in ITAP to report any travel information as required by SEAD-3.

Approving Officials for International Travel

The approving officials for the USPS and USPIS must utilize the ITAP application to review and approve OIT requests. ITAP will service travel requests and reporting requirements for personnel who hold a national security clearance and/or work in a designated sensitive position.

Approving Officials

USPS Officer Travel - The Postmaster General (PMG), or designee

USPS Non-Officer Travel -- The Deputy Postmaster General/Chief Human Resource Officer (DPMG/CHRO), or designee

USPIS Personnel - The Chief Postal Inspector (CPI), or designee

Passports

For Official International Travel

An official U.S. Passport is required for all employees traveling internationally on official business for the Postal Service. This is required by both the Postal Service and the U.S. Department of State (DOS). To obtain an official passport (new/renewal), or a visa for OIT, contact your respective International Travel Office. International Postal Affairs (IPA) is responsible for obtaining passports for USPS and Global Security is responsible for obtaining passports for USPIS employees. An official passport (maroon cover) is different from the tourist/personal U.S. Passport (navy blue cover) and has different guidance for its use. Since the processing time to obtain an official passport may be between eight (8) and twelve (12) weeks, or occasionally longer, it should be requested as soon as practical.

Contractors may be authorized to travel internationally, using their personal passport.

Transportation

Transportation includes all official travel by air, surface, or water and any other expenses related to that travel.

Fly America Act

The Fly America Act mandates all international air travel (and cargo transportation) funded by the U.S. Government be provided by U.S. flag air carrier service, regardless of cost, convenience, or personal travel preferences. U.S. flag air carrier service is service provided by an American-owned air carrier as well as service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR), when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

There are some circumstances when it is not reasonable to use U.S. flag air carrier service, and you may request an exception at least 2 weeks prior to your departure provided that the selection of foreign air carrier service is a necessity, and it is in the best interest of the Postal Service. An Officer of the Postal Service may authorize a Fly America Act certification or waiver, which is to be attached to the traveler's expense report in the receipts section, for a traveling employee if one of the following exceptions apply:

1. When use of foreign air carrier service is a matter of necessity because of (one of the below – "a" or "b" – must apply):
 - a. U.S. flag air carrier service cannot provide the air transportation needed:
 - i. Use of foreign air carrier is necessary for medical reasons.
 - ii. Use of foreign air carrier is required to avoid unreasonable risk to traveler's safety (see 41 CFR 301-10.138(b)(2) for supporting evidence needed).
 - iii. Seat on U.S. air carrier in authorized class of service is unavailable, seat on foreign air carrier in authorized class of service is available; or
 - iv. Other justification.
 - b. Use of U.S. flag air carrier will not accomplish the Postal Service's mission.
2. When a U.S. flag air carrier involuntarily reroutes traveler on a foreign air carrier.
3. When air travel is between the U.S. and another country, and use of a U.S. flag carrier on a nonstop flight extends travel time by 24 hours or more.
4. When a U.S. flag carrier does not offer a nonstop or direct flight between origin and destination, and using a U.S. carrier:
 - a. Increases the number of aircraft changes outside the U.S. by 2 or more; or
 - b. Extends travel time by 6 hours or more; or
 - c. Requires a connecting time of 4 hours or more at an overseas interchange point.
5. When the flight time from origin to destination is less than 3 hours and using a U.S. flag carrier doubles en route flight time.
6. When there is an applicable "Open Skies Agreement" in effect that meets the requirements of the Fly America Act.

Open Skies Agreements are bilateral or multilateral agreements between the U.S Government and the governments of foreign countries that allow travelers to use foreign air carriers from these countries for government-funded international travel. For additional information and to review the current Open Skies Agreement country list, please see the General Services Administration website: <https://www.gsa.gov>.

If you are authorized by the Postal Service to use U.S. flag air carrier service for your entire trip, and you improperly use a foreign air carrier for any part of or the entire trip (*i.e.*, when not permitted under 41 CFR Part 301-10 Subpart B - Use of United States Flag Air Carriers, your transportation cost on the foreign air carrier will not be payable by the Postal Service.

International Travelers' Responsibilities

Creating a Travel Itinerary

The Postal Service contracts with a dedicated Travel Management Company (TMC) to handle various travel services, including reservations and ticketing for official business trips. It is mandatory to use this dedicated TMC for all transportation and lodging needs.

When making international travel arrangements, USPS personnel may be required to furnish the approved ITAP Official International Travel Authorization Letter to the dedicated travel agency upon request.

When on official travel, you may fly business class if the duration of your flight, including layovers to change planes, exceeds 10 hours. The following restrictions apply:

- a. The point of departure and return must be your regular duty station.
- b. The flight must utilize the most direct route possible to your destination.
- c. The flight may not be combined with a domestic trip.
- d. To obtain the business class accommodations you must contact the dedicated TMC directly.

Other seat type upgrades are allowed regardless of the duration of the flight. Travelers may request a seat upgrade (up to \$125 per leg of trip) by visiting the airline's website/mobile app, ticket counter, or self-service kiosk at the airport prior to their flight. These seat upgrades cannot be processed through, or by contacting the dedicated TMC. These upgrades should be charged to the traveler's government issued travel card. Charges appear in eTravel as a separate airfare expense, and travelers must change the expense type to Seat Upgrade when filing an expense report.

Claiming Expenses for Official International Travel

If you travel to a foreign country for the Postal Service, you must complete all the following steps:

1. Claim your expenses by item in eTravel.
 - a. When charges are populated/assigned to an expense report from the Card Transactions page in eTravel, they are displayed in United States Dollars (USD). A Foreign Currency Exchange Rate Helper appears on the right side of the screen to show you the foreign currency conversion when you click in the "Amount in USD" field.
 - b. If charges are not populated from the Card Transactions, the traveler must enter the type of currency, foreign currency amount, and enter the exchange rate. The Foreign Currency Exchange Rate Helper also appears to assist with manually created expenses.
 - i. In such cases, you must attach a copy of the currency exchange conversion to your expense report.
 - ii. Currency exchange rates can be found at:
<https://fiscaldata.treasury.gov/currency-exchange-rates-converter/>
2. Ensure you have attached all required receipts, including receipts for currency exchange, showing the commission(s) charged and currency exchange conversion rates (matching the dates of your transactions).
3. Attach a copy of your ITAP Official International Travel Authorization Letter to your completed expense report.

Reimbursable Expenses

If you are traveling to another country, the Postal Service may reimburse you for certain expenses. Some examples include:

- a. Fees for passports and visas along with the cost of photographs for passports and visas.
- b. Costs for obtaining certificates of birth, health, and identity, and charges for affidavits.
- c. Charges for inoculations that you cannot obtain through a federal dispensary.
- d. Automated Teller Machine (ATM) user fees and bank fees for cash advances. The use of a government issued travel card at an ATM is only authorized while on International Travel.
- e. Commissions charged to convert currency in foreign countries. Be sure to get a receipt that shows the commission charged.
- f. Exchange fees for cashing U.S. Government checks or drafts issued to reimburse you for travel expenses in foreign countries.
Important: Exchange fees for cashing salary checks or drafts are not allowed in travel accounts.

- g. The cost of additional vehicle insurance, such as collision damage waiver insurance, that is required for renting a vehicle in a foreign country.
- h. The loss incurred when converting foreign currency back to U.S. dollars when returning to your permanent duty station.

Per Diem

International Destination

When traveling to another country, you will be reimbursed for your daily expenses according to the per diem rate determined by the U.S. Department of State (DOS) for the specific location(s) you are visiting. These rates are updated monthly by the DOS.

To calculate your per diem, the eTravel system will consider the temporary duty location and the number and type of meals to be deducted. To claim standard per diem, you do not need to provide receipts or an itemized list of expenses.

Special Circumstances

Deviations

Any travel deviations, even those bearing no additional costs, should be approved in advance of an employee's travel plans. To ensure travel is properly coordinated, unplanned deviations in connection with travel itineraries that are already approved are discouraged.

If an employee on approved Official International Travel (OIT) also engages in Unofficial Foreign Travel (UFT) during their travel, they must use their tourist/personal U.S. Passport (navy blue cover) for the segments of any part of their travel which is not deemed as approved OIT. Employees are prohibited from using their Official U.S. Passport (maroon) for any segment of UFT.

A traveler who engages in UFT is personally responsible for identifying and complying with any visa requirements that may exist for the country of destination they will visit. Specific guidance for this is accessible via the U.S. Department of State's public-facing website.

If a traveler holds a national security clearance or works in a designated sensitive position, and engages in UFT in conjunction with OIT, they are required to submit their travel request, at least 30 days prior to departure approved OIT.

If a traveler who holds a national security clearance and or/works in a designated sensitive position, deviates from their approved OIT, whether due to planned or unplanned UFT, or crossing the border into another country unexpectedly, they must report it to the Postal Service as well as the USPIS. This applies regardless of duration of time spent in the deviation location. In such situations involving unplanned UFT or the unexpected crossing of a border into another country, the traveler should immediately notify their direct supervisor, or next level supervisor(s), and security control officer(s) within U.S. Postal Inspection Service - National Security to ensure

there will be no issues with departing and/or re-entering the host country. A traveler with a national security clearance or those working in a designated sensitive position must also formally report the full scope of their international travel itinerary within five (5) business days after completing such a deviation by submitting a post-travel questionnaire to USPIA within the International Travel Authorization Program (ITAP) system.

Travel for Civil Defense

If your travel is for civil defense purposes, you must do all the following:

1. If you are claiming mileage, show on your expense report the time you departed and the time you returned.
2. On the required statement of allowable subsistence, show whether the government furnished accommodations.
 - a. Write the following statement: *The official travel performed on the above dates was in connection with civil defense and the points visited may not be disclosed.*

Be sure to submit your expense reports for civil defense tests or exercises when you complete the travel.

Death of Personnel while on OIT

If Postal Service personnel should unfortunately pass away while traveling on OIT, it is crucial to contact the nearest U.S. Embassy emergency telephone line in addition to notifying the appropriate Vice President (or Chief Postal Inspector [CPI] for USPIA), or Postal Service installation manager. It is also necessary to inform International Postal Affairs (IPA).

The U.S. Department of State's Chief of Mission holds the responsibility for all U.S. Government employees in the respective country, including USPS personnel on Official International Travel.

How Expenses are Paid in the Event of Death while on OIT

The employing office prepares PS Form 1012 and submits it for payment to the St. Louis ASC Satellite Office in San Mateo, CA. If the family or a legal representative has paid the cost of preparing and transporting the body and personal effects, they are reimbursed when they submit paid receipts. The paying office attaches the receipts to PS Form 1012.

Other Emergencies during OIT

If Postal Service personnel are on OIT and encounter an urgent situation such as an arrest or civil unrest, they are advised to immediately contact the nearest U.S. Embassy and/or U.S. Consulate's emergency telephone line for assistance. Whenever possible, personnel should also provide a follow up notification to the Vice President (or CPI as applicable for USPIA) and International Postal Affairs (IPA).

Under authority of the Chief of Mission, who is the U.S. Ambassador for the respective host country, the DOS will coordinate the evacuation of U.S. Government employees including those from the Postal Service.

Reviewing and Approving Expense Reports

All eTravel expense reports must be electronically submitted to the specified approving official. An approving official — or “approver” — is designated for each traveler. The approver has access to eTravel through a personal logon ID and password. The appropriate approving official reviews the electronic expense report. Electronic approval and submission of eTravel expense report to the designated back office signifies the following:

1. The approving official has verified that the transportation and expenses comply with postal policy.
2. The approving official has certified that the transportation and expenses are the most advantageous to the Postal Service.
3. The approving official has verified that all “flags” within a report are explained, and any “remarks” entered by the traveler are accurate.

When an approving official receives an eTravel expense report, they must fulfill the following:

1. Ensure that all charges claimed in the report are reasonable, taking into consideration the specific area where the expenses were incurred.
2. If necessary, the approving official has the option to send the report back to the traveler for further clarification or correction regarding the claimed expenses. It's important to note that the approver does not have the ability to modify the report themselves.
3. The approving official must verify that the ITAP Official International Travel Authorization Letter is attached to the expense report.
4. Once all necessary checks have been completed, the approving official is required to electronically approve the expense report. This action signifies that the expenses claimed are valid. The electronic approval sends the expense report to Back Office Processing to audit and process payment.

The Back Office Processing team at the St. Louis Accounting Service Center (ASC) is responsible for conducting audits on all International Travel expense reports. Additionally, they handle the processing of these expense reports for payment. If any items on the expense report are found to be inaccurate or missing information, the expense will not be paid, and the traveler will be required to make necessary adjustments.

International Travel Resources

USPIS International Travel Office (Global Security): ISOIT@uspis.gov

- [ITAP: https://itap.uspis.gov/itap-welcome](https://itap.uspis.gov/itap-welcome)
- [International Postal Affairs - Home \(usps.gov\)](https://www.usps.gov/international)

Current September 2015	Revised F-15 Handbook	Purpose	Impact on Bargaining Unit Employee
<p>New subsection under new International travel section in revised F-15. Addresses topic currently covered under subchapter 8-1.10.2 For International Travel</p>	<p>Purpose The International Travel section provides policy for all U.S. Postal Service (USPS), and U.S. Postal Inspection Service (USPIS), personnel who travel internationally while conducting official Postal Service business. Office of Inspector General (OIG) personnel should follow the policies and guidelines set forth for them regarding international travel.</p>	<p>New International Travel section to be included in updated F-15. New section header. Section updates process for traveling Internationally</p>	<p>None</p>
<p>2-2.1.6.1 To Canada and Mexico All officers may approve travel to Canada and Mexico. When the decision is made, the approving official sends a copy to the vice president, International Business. International Business coordinates travel with the foreign postal administration along with other federal agencies and assists the traveler in obtaining the required travel credentials. The chief postal inspector is responsible for approving international travel for postal inspectors on official investigations. That travel is governed by internal instructions from the Postal Inspection Service. The inspector general, assistant inspectors general, deputy assistant inspectors general, and directors are responsible for approving international travel for inspector general personnel. That travel is governed by internal instructions from</p>	<p>Approving Officials for International Travel The approving officials for the USPS and USPIS must utilize the ITAP application to review and approve OIT requests. ITAP will service travel requests and reporting requirements for personnel who hold a national security clearance and/or work in a designated sensitive position. Approving Officials <u>USPS Officer Travel</u> - The Postmaster General (PMG), or designee <u>USPS Non-Officer Travel</u> – The Deputy Postmaster General/Chief Human Resource Officer (DPMG/CHRO), or designee <u>USPIS Personnel</u> - The Chief Postal Inspector (CPI), or designee</p>	<p>Updated process and policy under new subsection in International travel section in revised F-15</p>	<p>None</p>

Current September 2015	Revised F-15 Handbook	Purpose	Impact on Bargaining Unit Employee
<p>the Office of Inspector General (OIG). Signatures of the above individuals on a travel voucher indicate OIG approval.</p>			
<p>2-2.1.6.2 To Other Countries The vice president, International Business performs the following activities relating to international travel: 1. Reviews all international travel except travel to Canada and Mexico. 2. Approves travel of members of the United States Postal Service delegations to attend international conferences, congresses, and meetings of international postal organizations. 3. Ensures that the necessary documents are prepared. The chief postal inspector is responsible for approving international travel for postal inspectors. That travel is governed by internal instructions from the Postal Inspection Service. The inspector general, assistant inspectors general, deputy assistant inspectors general, and directors are responsible for approving international travel for inspector general personnel. That travel is governed by internal instructions from the OIG. Signatures of the above individuals on a travel voucher indicate inspector general approval.</p>	<p>Approving Officials for International Travel The approving officials for the USPS and USPIS must utilize the ITAP application to review and approve OIT requests. ITAP will service travel requests and reporting requirements for personnel who hold a national security clearance and/or work in a designated sensitive position. Approving Officials <u>USPS Officer Travel</u> - The Postmaster General (PMG), or designee <u>USPS Non-Officer Travel</u> – The Deputy Postmaster General/Chief Human Resource Officer (DPMG/CHRO), or designee <u>USPIS Personnel</u> - The Chief Postal Inspector (CPI), or designee</p>	<p>Updated process and policy under new subsection in International travel section in revised F-15</p>	<p>None</p>
<p>4-1.3 For International Travel The Travel section is intended for both travelers and approving officials. Much of the information applies uniformly to both</p>	<p>Audience The International Travel section is intended for both travelers and approving officials of USPS, USPIS, and OIG. It is directed toward all personnel for official business travel requests and reporting</p>	<p>New subtitle under International Travel section</p>	<p>None</p>

Current September 2015	Revised F-15 Handbook	Purpose	Impact on Bargaining Unit Employee
bargaining and nonbargaining employees. However, some policies may affect each group differently. These differences will be noted as they occur.	requirements for personnel who hold a national security clearance and/or work in a designated sensitive position. Personnel holding a security clearance must follow Security Executive Agent Directive (SEAD-3) reporting requirements.	of the revised F-15.	
<p>4-1.3.1 What's Required You must write a letter to your vice president for approval of your international travel. This letter must include your proposed itinerary and the purpose of your trip. Once approved, this letter is forwarded to the office of the deputy postmaster general for concurrence. The office of the deputy postmaster general will forward the approvals to the office of the vice president, Global Business, which will coordinate any necessary arrangements to facilitate the travel. A copy of the approval must be attached to your receipts report and submitted to Back Office Processing for scanning into the eTravel system. Important: If you do not hold a valid official passport — the one with a red-brown cover — your request must also include an application for an official passport through Global Business. Be sure that your request meets U.S. Passport Office requirements.</p>	<p>Approving Officials for International Travel The approving officials for the USPS and USPIS must utilize the ITAP application to review and approve OIT requests. ITAP will service travel requests and reporting requirements for personnel who hold a national security clearance and/or work in a designated sensitive position. <u>Approving Officials</u> <u>USPS Officer Travel</u> - The Postmaster General (PMG), or designee <u>USPS Non-Officer Travel</u> – The Deputy Postmaster General/Chief Human Resource Officer (DPMG/CHRO), or designee <u>USPIS Personnel</u> - The Chief Postal Inspector (CPI), or designee</p>	Updated process and policy under new subsection in International travel section in revised F-15	None
<p>4-1.3.2 How to Submit Your Request Submit your written request as early as possible before departure, but no later than the minimum requirements below.</p>	<p>Approving Officials for International Travel The approving officials for the USPS and USPIS must utilize the ITAP application to review and approve OIT requests. ITAP will service travel requests and reporting requirements for personnel who hold a national security clearance and/or work in a designated sensitive position. <u>Approving Officials</u></p>	Updated process and policy under new subsection in International	None

Current September 2015		Revised F-15 Handbook	Purpose	Impact on Bargaining Unit Employee					
<table border="1"> <tr> <td>Do You Have an Official Passport?</td> <td>Then Submit Your Request at Least . . .</td> </tr> <tr> <td>a. Yes</td> <td>14 days before your expected departure date.</td> </tr> <tr> <td>b. No</td> <td>45 days before your expected departure date plus the time required by the U.S. Passport Office to process your application for an official passport.</td> </tr> </table> <p>Submit your request to your immediate supervisor, who will forward it to the appropriate approving official for your destination.</p> <p>Important: This policy does not apply to field personnel who make frequent short-term trips to Canada or Mexico for continuing, normal postal business with Canadian and Mexican postal representatives. Field personnel making these trips follow the normal process for travel approval.</p>	Do You Have an Official Passport?	Then Submit Your Request at Least . . .	a. Yes	14 days before your expected departure date.	b. No	45 days before your expected departure date plus the time required by the U.S. Passport Office to process your application for an official passport.	<p><u>USPS Officer Travel</u> - The Postmaster General (PMG), or designee</p> <p><u>USPS Non-Officer Travel</u> – The Deputy Postmaster General/Chief Human Resource Officer (DPMG/CHRO), or designee</p> <p><u>USPIS Personnel</u> - The Chief Postal Inspector (CPI), or designee</p>	travel section in revised F-15	
Do You Have an Official Passport?	Then Submit Your Request at Least . . .								
a. Yes	14 days before your expected departure date.								
b. No	45 days before your expected departure date plus the time required by the U.S. Passport Office to process your application for an official passport.								
<p>4-1.3.3 To Attend an International Conference, Congress, or Meeting of an Postal Organization</p> <p>If you are attending an international conference, congress, or a meeting of an international postal organization, your immediate supervisor or manager submits your request to the vice president, Global Business, who is responsible for preparing the necessary documents and for approving travel.</p>	<p>Approving Officials for International Travel</p> <p>The approving officials for the USPS and USPIS must utilize the ITAP application to review and approve OIT requests. ITAP will service travel requests and reporting requirements for personnel who hold a national security clearance and/or work in a designated sensitive position.</p> <p>Approving Officials</p> <p><u>USPS Officer Travel</u> - The Postmaster General (PMG), or designee</p> <p><u>USPS Non-Officer Travel</u> – The Deputy Postmaster General/Chief Human Resource Officer (DPMG/CHRO), or designee</p> <p><u>USPIS Personnel</u> - The Chief Postal Inspector (CPI), or designee</p>	Updated process and policy under new subsection in International travel section in revised F-15	None						
<p>7-1.1.3 International Travel</p> <p>If you are traveling to another country, your daily expenses are reimbursed at the per diem established by the Department of State for the areas where you are traveling. These rates are published monthly by the Department of State.</p>	<p>Per Diem</p> <p>International Destination</p> <p>When traveling to another country, you will be reimbursed for your daily expenses according to the per diem rate determined by the U.S. Department of State (DOS) for the specific location(s) you are visiting. These rates are updated monthly by the DOS.</p> <p>To calculate your per diem, the eTravel system will consider the temporary duty location and the number and type of meals to be</p>	New subtitle under International Travel section of the revised F-15.	None						

Current September 2015	Revised F-15 Handbook	Purpose	Impact on Bargaining Unit Employee								
<p>The eTravel system will compute your per diem for you based on the temporary duty station location and the number and type of meals to be deducted that you enter on the per diem expense line entry. To claim your standard per diem, you do <i>not</i> need receipts or an itemized list of expenses. Your trip must be preauthorized.</p>	<p>deducted. To claim standard per diem, you do not need to provide receipts or an itemized list of expenses.</p>										
<p>7-4.2.2 For International Travel For international travel, you must use the current rates provided monthly by the Department of State.</p> <table border="1" data-bbox="193 732 766 911"> <thead> <tr> <th data-bbox="193 732 394 756">If You Are . . .</th> <th data-bbox="394 732 766 756">Then . . .</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 756 394 802">a. Leaving your home duty station</td> <td data-bbox="394 756 766 802">Use the per diem rate of your first temporary duty station destination.</td> </tr> <tr> <td data-bbox="193 802 394 862">b. Traveling between duty station destinations</td> <td data-bbox="394 802 766 862">Use the rate of your next temporary duty station destination. Change to this rate at the beginning of the day of your departure.</td> </tr> <tr> <td data-bbox="193 862 394 911">c. Returning to your home duty station</td> <td data-bbox="394 862 766 911">Use the per diem rate of your last temporary duty station destination prior to returning home.</td> </tr> </tbody> </table>	If You Are . . .	Then . . .	a. Leaving your home duty station	Use the per diem rate of your first temporary duty station destination.	b. Traveling between duty station destinations	Use the rate of your next temporary duty station destination. Change to this rate at the beginning of the day of your departure.	c. Returning to your home duty station	Use the per diem rate of your last temporary duty station destination prior to returning home.	<p>Per Diem International Destination When traveling to another country, you will be reimbursed for your daily expenses according to the per diem rate determined by the U.S. Department of State (DOS) for the specific location(s) you are visiting. These rates are updated monthly by the DOS. To calculate your per diem, the eTravel system will consider the temporary duty location and the number and type of meals to be deducted. To claim standard per diem, you do not need to provide receipts or an itemized list of expenses.</p>	<p>New subtitle under International Travel section of the revised F-15.</p>	<p>None</p>
If You Are . . .	Then . . .										
a. Leaving your home duty station	Use the per diem rate of your first temporary duty station destination.										
b. Traveling between duty station destinations	Use the rate of your next temporary duty station destination. Change to this rate at the beginning of the day of your departure.										
c. Returning to your home duty station	Use the per diem rate of your last temporary duty station destination prior to returning home.										
<p>8-1.10.2 For International Travel If you are traveling to another country, the Postal Service may reimburse you for the expenses required for international travel. Some examples of these are listed below: a. Fees for passports and visas along with the cost of photographs for passports and visas. b. Costs for obtaining certificates of birth, health, and identity, and charges for affidavits. c. Charges for inoculations that you cannot obtain through a federal dispensary.</p>	<p>Reimbursable Expenses If you are traveling to another country, the Postal Service may reimburse you for certain expenses. Some examples include:</p> <ol style="list-style-type: none"> Fees for passports and visas along with the cost of photographs for passports and visas. Costs for obtaining certificates of birth, health, and identity, and charges for affidavits. Charges for inoculations that you cannot obtain through a federal dispensary. Automated Teller Machine (ATM) user fees and bank fees for cash advances. The use of a government issued travel card at an ATM is only authorized while on International Travel. Commissions charged to convert currency in foreign countries. Be sure to get a receipt that shows the commission charged. 	<p>New subtitle under International Travel section of the revised F-15.</p>	<p>None</p>								

Current September 2015	Revised F-15 Handbook	Purpose	Impact on Bargaining Unit Employee
<p>d. Commissions charged to convert currency in foreign countries. Be sure to get a receipt that shows the commission charged.</p> <p>e. Exchange fees for cashing U.S. Government checks or drafts issued to reimburse you for travel expenses in foreign countries. Important: Exchange fees for cashing salary checks or drafts are <i>not</i> allowed in travel accounts.</p> <p>f. The cost of additional vehicle insurance, such as collision damage waiver insurance, that is required for renting a vehicle in a foreign country.</p>	<p>f. Exchange fees for cashing U.S. Government checks or drafts issued to reimburse you for travel expenses in foreign countries. Important: Exchange fees for cashing salary checks or drafts are not allowed in travel accounts.</p> <p>g. The cost of additional vehicle insurance, such as collision damage waiver insurance, that is required for renting a vehicle in a foreign country.</p> <p>h. The loss incurred when converting foreign currency back to U.S. dollars when returning to your permanent duty station.</p>		
<p>10 Getting Reimbursed and Repaying Advances When you return from travel, you must do the following:</p> <ol style="list-style-type: none"> 1. Complete and submit the required forms or electronic report to be reimbursed for your travel expenses. 2. Repay your advances. <p>This chapter explains the details of getting reimbursed and repaying your advances. Reminder: If you were on international travel, you must also return your official passport to International Postal Affairs and within 30 days, prepare a written report and send a copy to the vice president, International Business.</p>	<p>Travelers on Official International Travel</p> <ol style="list-style-type: none"> 1. Complete mandatory international travel trainings and security briefing(s) as designated by the U.S. Department of State (DOS) and the Postal Service. 2. Upload the applicable certificate(s) to your International Travel Authorization Program (ITAP) profile prior to requesting Official International Travel (OIT). 3. Request "OIT" in the ITAP system. [itap.uspis.gov]. 4. Submit your OIT request at least 21 business days prior to planned departure. 5. Request an international virtual private network (VPN) and international phone service using guidance from ITAP during the request process of International Travel. 	<p>New subtitle to be included in F-15 International travel section</p>	<p>None</p>

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	<p>6. When returning from International Travel, you must do the following:</p> <ul style="list-style-type: none"> a. USPS personnel, immediately return your official passport to International Postal Affairs (IPA). b. Immediately return burner devices, if applicable, to the Chief Information Security Officer (CISO) Digital Forensic & Incident Response Team (DIFIR) group, using the guidance provided upon receipt of devices. Remember to log out of your iCloud account. c. Within five (5) business days of completing travel, complete the National Security Post-Travel Questionnaire in ITAP to report any travel information as required by SEAD-3. 										
<p>10-1.1.2 How Often to Submit It Use the guidelines in the following table to determine when to submit an expense report.</p> <table border="0"> <tr> <td style="padding-right: 20px;">If...</td> <td>Then You...</td> </tr> <tr> <td>a. You are on regular travel in the United States, its territories, or possessions</td> <td>Must submit at least one expense report in each accounting month.</td> </tr> <tr> <td>b. You are on international travel</td> <td>Must submit an expense report when your trip is complete.</td> </tr> <tr> <td>c. You do not anticipate more travel within the following 3-week period</td> <td>Must submit an expense report immediately and claim your travel expenses.</td> </tr> </table>	If...	Then You...	a. You are on regular travel in the United States, its territories, or possessions	Must submit at least one expense report in each accounting month.	b. You are on international travel	Must submit an expense report when your trip is complete.	c. You do not anticipate more travel within the following 3-week period	Must submit an expense report immediately and claim your travel expenses.	Section will not be updated.	Reference to International travel will remain under How Often to Submit Section	None
If...	Then You...										
a. You are on regular travel in the United States, its territories, or possessions	Must submit at least one expense report in each accounting month.										
b. You are on international travel	Must submit an expense report when your trip is complete.										
c. You do not anticipate more travel within the following 3-week period	Must submit an expense report immediately and claim your travel expenses.										

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<p>d. You do not anticipate another trip within the accounting month Must submit your expense report at the end of the trip.</p> <p>e. Your trip spans 2 accounting months Must submit 1 expense report for the entire trip, except for year-end.</p> <p>f. You are on an extended duty or training assignment lasting 2 weeks or more May submit your expense reports more frequently if you need the funds to meet your expenses.</p>			
<p>A-2 Travel Per Diem Rates Effective immediately, the Postal Service will no longer publish annual per diem rates. Domestic per diem rates for the continental United States (except for Norman, Oklahoma) are available on the GSA website at www.gsa.gov/perdiem. Domestic per diem rates for the noncontinental United States (Alaska, Hawaii, Puerto Rico, and U.S. possessions) will follow the rate for GSA's high-cost locations. These rates can be found by checking the meals and incidental expenses breakdown rates on GSA's website at www.gsa.gov/perdiem; under "Per Diem," click <i>M&IE Breakdown</i>. International per diem rates are available on the Department of State's</p>	<p>A-2 Travel Per Diem Rates The per diem rates for domestic travel <i>within</i> the continental United States are available on the General Services Administration (GSA) website at www.gsa.gov/perdiem. Note: Travel to Norman, Oklahoma, follows the current standard location daily rate established by GSA. The per diem rates for domestic travel <i>outside</i> the continental United States (OCONUS — such as to Alaska, Hawaii, Puerto Rico, and U.S. possessions) follow the rates set by the Department of Defense (DoD). Calculate the per diem rates for these locations using the Local Meals and Local Incidentals rates provided by the DoD chart that is accessible through the DoD link on the GSA website noted above. The per diem rates for foreign locations follow the rates set by the Department of State (DoS) chart that is accessible through the DoS link on the GSA website noted above. It is important that USPS employees adhere to these guidelines and use the appropriate resources to determine per diem rates. By doing so, travelers can ensure that they are accurately reimbursed for their M&IE while on official travel.</p>	<p>Appendix A updated policy for Norman, OK and OCONUS per diem rates will be included in revised F-15. No change to foreign locations per diem policy.</p>	<p>None</p>

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<p>website at http://aoprals.state.gov; under "Per Diem Rates," click <i>Foreign Per Diem Rates</i>. The per diem rate for Norman, Oklahoma, is as follows: Per Diem Rate Breakfast Lunch Dinner Norman, OK \$46 per day \$6 \$10 \$20</p>																			
<p>B-1.2 Account Numbers You Will Need Most travel and relocation forms require you to provide an account number to identify the type of expense. Selected accounts are available in eTravel. The table below shows all possible travel accounts.</p> <table border="1" data-bbox="191 730 764 990"> <thead> <tr> <th data-bbox="191 730 621 776">If Your Expense Is Related to...</th> <th data-bbox="621 730 764 776">Then Use This Account Number</th> </tr> </thead> <tbody> <tr> <td data-bbox="191 776 621 802">a. Personnel travel – other than training</td> <td data-bbox="621 776 764 802">51401</td> </tr> <tr> <td data-bbox="191 802 621 847">b. Personnel travel – other than training, detail assignment</td> <td data-bbox="621 802 764 847">51403</td> </tr> <tr> <td data-bbox="191 847 621 873">c. Personnel travel – foreign</td> <td data-bbox="621 847 764 873">51404</td> </tr> <tr> <td data-bbox="191 873 621 899">d. Personnel travel – international postal congress</td> <td data-bbox="621 873 764 899">51405</td> </tr> <tr> <td data-bbox="191 899 621 945">e. Personnel – Travel – Other than training – Spouse travel costs – Grossing-Up</td> <td data-bbox="621 899 764 945">51406</td> </tr> <tr> <td data-bbox="191 945 621 971">f. Personnel travel – outside training</td> <td data-bbox="621 945 764 971">51411</td> </tr> <tr> <td data-bbox="191 971 621 990">g. Personnel travel – U.S. Postal Service training</td> <td data-bbox="621 971 764 990">51413</td> </tr> </tbody> </table>	If Your Expense Is Related to...	Then Use This Account Number	a. Personnel travel – other than training	51401	b. Personnel travel – other than training, detail assignment	51403	c. Personnel travel – foreign	51404	d. Personnel travel – international postal congress	51405	e. Personnel – Travel – Other than training – Spouse travel costs – Grossing-Up	51406	f. Personnel travel – outside training	51411	g. Personnel travel – U.S. Postal Service training	51413	<p>No update to Appendix B-1.2 as referenced under section Foreign and International account numbers will still be listed in this section.</p>	<p>No update.</p>	<p>None</p>
If Your Expense Is Related to...	Then Use This Account Number																		
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Current September 2015	Revised F-15 Handbook	Purpose	Impact on Bargaining Unit Employee																																				
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<p>B-3.3.2 International Travel If you travel to a foreign country, you must do all of the following:</p> <ol style="list-style-type: none"> 1. Report your expenses by item. 2. Show your total expenditures in foreign currency. 3. When you total your expenses, convert the amount to U.S. dollars at the rates at which the foreign money was obtained. 4. Show the rate of conversion and the commissions charged. 5. Attach a copy of your approval for travel, signed by the approving 	<p>Claiming Expenses for Official International Travel If you travel to a foreign country for the Postal Service, you must complete all the following steps:</p> <ol style="list-style-type: none"> 1. Claim your expenses by item in eTravel. <ol style="list-style-type: none"> a. When charges are populated/assigned to an expense report from the Card Transactions page in eTravel, they are displayed in United States Dollars (USD). A Foreign Currency Exchange Rate Helper appears on the right side of the screen to show you the foreign currency conversion when you click in the “Amount in USD” field. 	Moved to new subtitle under new International travel section in F-15	None																																				

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official, to your completed expense report.	<p>b. If charges are not populated from the Card Transactions, the traveler must enter the type of currency, foreign currency amount, and enter the exchange rate. The Foreign Currency Exchange Rate Helper also appears to assist with manually created expenses.</p> <p>i. In such cases, you must attach a copy of the currency exchange conversion to your expense report.</p> <p>ii. Currency exchange rates can be found at: https://fiscaldata.treasury.gov/currency-exchange-rates-converter/</p> <p>2. Ensure you have attached all required receipts, including receipts for currency exchange, showing the commission(s) charged and currency exchange conversion rates (matching the dates of your transactions).</p> <p>3. Attach a copy of your ITAP Official International Travel Authorization Letter to your completed expense report.</p>		
	International Travel	New chapter in revised F-15 will cover new process and policy for International travel	None
	<p>Purpose The International Travel section provides policy for all U.S. Postal Service (USPS), and U.S. Postal Inspection Service (USPIS), personnel who travel internationally while conducting official Postal Service business. Office of Inspector General (OIG) personnel should follow the policies and guidelines set forth for them regarding international travel.</p>	Subsection stating purpose of new International travel section	None

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		in revised F-15	
	<p>Audience The International Travel section is intended for both travelers and approving officials of USPS, USPIA, and OIG. It is directed toward all personnel for official business travel requests and reporting requirements for personnel who hold a national security clearance and/or work in a designated sensitive position. Personnel holding a security clearance must follow Security Executive Agent Directive (SEAD-3) reporting requirements.</p>	Will cover topic currently covered under 4-1.3 For International Travel	None
	<p>Travelers and Approving Officials When traveling abroad on official business, you represent the Postal Service and the U.S. Government. You are expected to perform your duties in a professional manner and with the same care and prudence as if you were traveling at your own expense. Specifically, you must do all the following:</p> <p>Travelers on Official International Travel</p> <ol style="list-style-type: none"> 1. Complete mandatory international travel trainings and security briefing(s) as designated by the U.S. Department of State (DOS) and the Postal Service. 2. Upload the applicable certificate(s) to your International Travel Authorization Program (ITAP) profile prior to requesting Official International Travel (OIT). 3. Request "OIT" in the ITAP system. [itap.uspis.gov]. 4. Submit your OIT request at least 21 business days prior to planned departure. 5. Request an international virtual private network (VPN) and international phone service using guidance from ITAP during the request process of International Travel. 	New subchapter under International travel section of revised F-15	None

Current September 2015	Revised F-15 Handbook	Purpose	Impact on Bargaining Unit Employee
	<p>6. When returning from International Travel, you must do the following:</p> <ul style="list-style-type: none"> a. USPS personnel, immediately return your official passport to International Postal Affairs (IPA). b. Immediately return burner devices, if applicable, to the Chief Information Security Officer (CISO) Digital Forensic & Incident Response Team (DIFIR) group, using the guidance provided upon receipt of devices. Remember to log out of your iCloud account. c. Within five (5) business days of completing travel, complete the National Security Post-Travel Questionnaire in ITAP to report any travel information as required by SEAD-3. 		
	<p>Approving Officials for International Travel The approving officials for the USPS and USPIS must utilize the ITAP application to review and approve OIT requests. ITAP will service travel requests and reporting requirements for personnel who hold a national security clearance and/or work in a designated sensitive position.</p> <p>Approving Officials <u>USPS Officer Travel</u> - The Postmaster General (PMG), or designee <u>USPS Non-Officer Travel</u> – The Deputy Postmaster General/Chief Human Resource Officer (DPMG/CHRO), or designee <u>USPIS Personnel</u> - The Chief Postal Inspector (CPI), or designee</p>	<p>New subsection of International travel section of revised F-15. Provides updated instruction on who are approving officials and process for Official International Travel Requests.</p>	<p>None</p>
	<p>Passports For Official International Travel</p>	<p>New subsection</p>	<p>None</p>

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	<p>An official U.S. Passport is required for all employees traveling internationally on official business for the Postal Service. This is required by both the Postal Service and the U.S. Department of State (DOS). To obtain an official passport (new/renewal), or a visa for OIT, contact your respective International Travel Office. International Postal Affairs (IPA) is responsible for obtaining passports for USPS and Global Security is responsible for obtaining passports for USPS employees. An official passport (maroon cover) is different from the tourist/personal U.S. Passport (navy blue cover) and has different guidance for its use. Since the processing time to obtain an official passport may be between eight (8) and twelve (12) weeks, or occasionally longer, it should be requested as soon as practical.</p> <p>Contractors may be authorized to travel internationally, using their personal passport.</p>	<p>under new International travel section in revised F-15. Addresses topic currently covered under subchapters 4-1.3.1 and 8-1.10.2</p>	
	<p>Transportation Transportation includes all official travel by air, surface, or water and any other expenses related to that travel.</p> <p>Fly America Act The Fly America Act mandates all international air travel (and cargo transportation) funded by the U.S. Government be provided by U.S. flag air carrier service, regardless of cost, convenience, or personal travel preferences. U.S. flag air carrier service is service provided by an American-owned air carrier as well as service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR), when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.</p> <p>There are some circumstances when it is not reasonable to use U.S. flag air carrier service, and you may request an exception at least 2 weeks prior to your departure provided that the selection of foreign air carrier service is a necessity, and it is in the best interest of the Postal Service. An Officer of the Postal Service may authorize a Fly America</p>	<p>New subsection of International travel section of revised F-15. Addresses new process</p>	None

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	<p>Act certification or waiver, which is to be attached to the traveler's expense report in the receipts section, for a traveling employee if one of the following exceptions apply.</p> <ol style="list-style-type: none"> 1. When use of foreign air carrier service is a matter of necessity because of (one of the below – “a” or “b” – must apply): <ol style="list-style-type: none"> a. U.S. flag air carrier service cannot provide the air transportation needed: <ol style="list-style-type: none"> i. Use of foreign air carrier is necessary for medical reasons. ii. Use of foreign air carrier is required to avoid unreasonable risk to traveler's safety (see 41 CFR 301-10.138(b)(2) for supporting evidence needed). iii. Seat on U.S. air carrier in authorized class of service is unavailable, seat on foreign air carrier in authorized class of service is available; or iv. Other justification. b. Use of U.S. flag air carrier will not accomplish the Postal Service's mission. 2. When a U.S. flag air carrier involuntarily reroutes traveler on a foreign air carrier. 3. When air travel is between the U.S. and another country, and use of a U.S. flag carrier on a nonstop flight extends travel time by 24 hours or more. 4. When a U.S. flag carrier does not offer a nonstop or direct flight between origin and destination, and using a U.S. carrier: 		

Current September 2015	Revised F-15 Handbook	Purpose	Impact on Bargaining Unit Employee
	<ul style="list-style-type: none"> a. Increases the number of aircraft changes outside the U.S. by 2 or more; or b. Extends travel time by 6 hours or more; or c. Requires a connecting time of 4 hours or more at an overseas interchange point. <p>5. When the flight time from origin to destination is less than 3 hours and using a U.S. flag carrier doubles en route flight time.</p> <p>6. When there is an applicable "Open Skies Agreement" in effect that meets the requirements of the Fly America Act.</p> <p>Open Skies Agreements are bilateral or multilateral agreements between the U.S Government and the governments of foreign countries that allow travelers to use foreign air carriers from these countries for government-funded international travel. For additional information and to review the current Open Skies Agreement country list, please see the General Services Administration website: https://www.gsa.gov. If you are authorized by the Postal Service to use U.S. flag air carrier service for your entire trip, and you improperly use a foreign air carrier for any part of or the entire trip (<i>i.e.</i>, when not permitted under 41 CFR Part 301-10 Subpart B - Use of United States Flag Air Carriers, your transportation cost on the foreign air carrier will not be payable by the Postal Service.</p>		
	<p>International Travelers' Responsibilities</p> <p>Creating a Travel Itinerary</p> <p>The Postal Service contracts with a dedicated Travel Management Company (TMC) to handle various travel services, including reservations and ticketing for official business trips. It is mandatory to use this dedicated TMC for all transportation and lodging needs. When making international travel arrangements, USPS personnel may be required to furnish the approved ITAP Official International Travel Authorization Letter to the dedicated travel agency upon request.</p>	<p>New subsection of International travel section of revised F-15. Addresses new process.</p>	<p>None</p>

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	<p>When on official travel, you may fly business class if the duration of your flight, including layovers to change planes, exceeds 10 hours. The following restrictions apply:</p> <ul style="list-style-type: none"> a. The point of departure and return must be your regular duty station. b. The flight must utilize the most direct route possible to your destination. c. The flight may not be combined with a domestic trip. d. To obtain the business class accommodations you must contact the dedicated TMC directly. <p>Other seat type upgrades are allowed regardless of the duration of the flight. Travelers may request a seat upgrade (up to \$125 per leg of trip) by visiting the airline's website/mobile app, ticket counter, or self-service kiosk at the airport prior to their flight. These seat upgrades cannot be processed through, or by contacting the dedicated TMC. These upgrades should be charged to the traveler's government issued travel card. Charges appear in eTravel as a separate airfare expense, and travelers must change the expense type to Seat Upgrade when filing an expense report.</p>		
	<p>Claiming Expenses for Official International Travel If you travel to a foreign country for the Postal Service, you must complete all the following steps:</p> <ul style="list-style-type: none"> 1. Claim your expenses by item in eTravel. <ul style="list-style-type: none"> a. When charges are populated/assigned to an expense report from the Card Transactions page in eTravel, they 	New subsection under new International travel section in revised F-15.	None

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	<p>are displayed in United States Dollars (USD). A Foreign Currency Exchange Rate Helper appears on the right side of the screen to show you the foreign currency conversion when you click in the "Amount in USD" field.</p> <p>b. If charges are not populated from the Card Transactions, the traveler must enter the type of currency, foreign currency amount, and enter the exchange rate. The Foreign Currency Exchange Rate Helper also appears to assist with manually created expenses.</p> <p style="padding-left: 40px;">i. In such cases, you must attach a copy of the currency exchange conversion to your expense report.</p> <p style="padding-left: 40px;">ii. Currency exchange rates can be found at: https://fiscaldata.treasury.gov/currency-exchange-rates-converter/</p> <p>2. Ensure you have attached all required receipts, including receipts for currency exchange, showing the commission(s) charged and currency exchange conversion rates (matching the dates of your transactions).</p> <p>3. Attach a copy of your ITAP Official International Travel Authorization Letter to your completed expense report.</p>	Addresses topic currently covered under subchapters B-3.3.2 International Travel	
	<p>Reimbursable Expenses If you are traveling to another country, the Postal Service may reimburse you for certain expenses. Some examples include:</p> <p>a. Fees for passports and visas along with the cost of photographs for passports and visas.</p>	New subsection under new International travel section in revised F-	None

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	<ul style="list-style-type: none"> b. Costs for obtaining certificates of birth, health, and identity, and charges for affidavits. c. Charges for inoculations that you cannot obtain through a federal dispensary. d. Automated Teller Machine (ATM) user fees and bank fees for cash advances. The use of a government issued travel card at an ATM is only authorized while on International Travel. e. Commissions charged to convert currency in foreign countries. Be sure to get a receipt that shows the commission charged. f. Exchange fees for cashing U.S. Government checks or drafts issued to reimburse you for travel expenses in foreign countries. Important: Exchange fees for cashing salary checks or drafts are not allowed in travel accounts. g. The cost of additional vehicle insurance, such as collision damage waiver insurance, that is required for renting a vehicle in a foreign country. h. The loss incurred when converting foreign currency back to U.S. dollars when returning to your permanent duty station. 	<p>15. Addresses topic currently covered under subchapter 8-1.10.2 For International Travel</p>	
	<p>Per Diem International Destination When traveling to another country, you will be reimbursed for your daily expenses according to the per diem rate determined by the U.S. Department of State (DOS) for the specific location(s) you are visiting. These rates are updated monthly by the DOS. To calculate your per diem, the eTravel system will consider the temporary duty location and the number and type of meals to be deducted. To claim standard per diem, you do not need to provide receipts or an itemized list of expenses.</p>	<p>New subsection under new International travel section in revised F-15. Addresses topic currently covered under subchapters 7-1.1.3, 7-4.2.2 and A-2</p>	<p>None</p>

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	<p>Special Circumstances</p> <p>Deviations</p> <p>Any travel deviations, even those bearing no additional costs, should be approved in advance of an employee's travel plans. To ensure travel is properly coordinated, unplanned deviations in connection with travel itineraries that are already approved are discouraged.</p> <p>If an employee on approved Official International Travel (OIT) also engages in Unofficial Foreign Travel (UFT) during their travel, they must use their tourist/personal U.S. Passport (navy blue cover) for the segments of any part of their travel which is not deemed as approved OIT. Employees are prohibited from using their Official U.S. Passport (maroon) for any segment of UFT.</p> <p>A traveler who engages in UFT is personally responsible for identifying and complying with any visa requirements that may exist for the country of destination they will visit. Specific guidance for this is accessible via the U.S. Department of State's public-facing website.</p> <p>If a traveler holds a national security clearance or works in a designated sensitive position, and engages in UFT in conjunction with OIT, they are required to submit their travel request, at least 30 days prior to departure approved OIT.</p> <p>If a traveler who holds a national security clearance and or/works in a designated sensitive position, deviates from their approved OIT, whether due to planned or unplanned UFT, or crossing the border into another country unexpectedly, they must report it to the Postal Service as well as the USPIS. This applies regardless of duration of time spent in the deviation location. In such situations involving unplanned UFT or the unexpected crossing of a border into another country, the traveler should immediately notify their direct supervisor, or next level supervisor(s), and security control officer(s) within U.S. Postal Inspection Service - National Security to ensure there will be no issues with departing and/or re-entering the host country. A traveler with a national security clearance or those working in a designated sensitive position must also formally report the full scope of their international travel itinerary within five (5) business days after completing such a deviation by submitting a post-travel questionnaire to USPIS within the International Travel Authorization Program (ITAP) system.</p>	<p>New subsection under new International travel section in revised F-15.</p>	<p>None</p>

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	<p>Travel for Civil Defense If your travel is for civil defense purposes, you must do all the following:</p> <ol style="list-style-type: none"> 1. If you are claiming mileage, show on your expense report the time you departed and the time you returned. 2. On the required statement of allowable subsistence, show whether the government furnished accommodations. <ol style="list-style-type: none"> a. Write the following statement: <i>The official travel performed on the above dates was in connection with civil defense and the points visited may not be disclosed.</i> <p>Be sure to submit your expense reports for civil defense tests or exercises when you complete the travel.</p>		
	<p>Death of Personnel while on OIT If Postal Service personnel should unfortunately pass away while traveling on OIT, it is crucial to contact the nearest U.S. Embassy emergency telephone line in addition to notifying the appropriate Vice President (or Chief Postal Inspector [CPI] for USPIS), or Postal Service installation manager. It is also necessary to inform International Postal Affairs (IPA). The U.S. Department of State's Chief of Mission holds the responsibility for all U.S. Government employees in the respective country, including USPS personnel on Official International Travel.</p>	<p>New subsection under new International travel section in revised F-15. Addresses topic currently covered under subchapters 8-3.8</p>	<p>None</p>
	<p>How Expenses are Paid in the Event of Death while on OIT The employing office prepares PS Form 1012 and submits it for payment to the St. Louis ASC Satellite Office in San Mateo, CA. If the family or a legal representative has paid the cost of preparing and transporting the body and personal effects, they are reimbursed when they submit paid receipts. The paying office attaches the receipts to PS Form 1012.</p>	<p>New subsection under new International travel section in revised F-15. Addresses</p>	<p>None</p>

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		topic currently covered under subchapters 8-3.8.2, 8-3.8.2.1, 8-3.8.2.2, 8-3.8.2.3 and 8.3.8.3	
	<p>Other Emergencies during OIT If Postal Service personnel are on OIT and encounter an urgent situation such as an arrest or civil unrest, they are advised to immediately contact the nearest U.S. Embassy and/or U.S. Consulate's emergency telephone line for assistance. Whenever possible, personnel should also provide a follow up notification to the Vice President (or CPI as applicable for USPIS) and International Postal Affairs (IPA). Under authority of the Chief of Mission, who is the U.S. Ambassador for the respective host country, the DOS will coordinate the evacuation of U.S. Government employees including those from the Postal Service.</p>	New subsection under new International travel section in revised F-15.	None
	<p>Reviewing and Approving Expense Reports All eTravel expense reports must be electronically submitted to the specified approving official. An approving official — or "approver" — is designated for each traveler. The approver has access to eTravel through a personal logon ID and password. The appropriate approving official reviews the electronic expense report. Electronic approval and submission of eTravel expense report to the designated back office signifies the following:</p> <ol style="list-style-type: none"> 1. The approving official has verified that the transportation and expenses comply with postal policy. 2. The approving official has certified that the transportation and expenses are the most advantageous to the Postal Service. 	New subsection under new International travel section in revised F-15.	None

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	<p>3. The approving official has verified that all "flags" within a report are explained, and any "remarks" entered by the traveler are accurate.</p> <p>When an approving official receives an eTravel expense report, they must fulfill the following:</p> <ol style="list-style-type: none"> 1. Ensure that all charges claimed in the report are reasonable, taking into consideration the specific area where the expenses were incurred. 2. If necessary, the approving official has the option to send the report back to the traveler for further clarification or correction regarding the claimed expenses. It's important to note that the approver does not have the ability to modify the report themselves. 3. The approving official must verify that the ITAP Official International Travel Authorization Letter is attached to the expense report. 4. Once all necessary checks have been completed, the approving official is required to electronically approve the expense report. This action signifies that the expenses claimed are valid. The electronic approval sends the expense report to Back Office Processing to audit and process payment. <p>The Back Office Processing team at the St. Louis Accounting Service Center (ASC) is responsible for conducting audits on all International Travel expense reports. Additionally, they handle the processing of these expense reports for payment. If any items on the expense report are found to be inaccurate or missing information, the expense will not be paid, and the traveler will be required to make necessary adjustments.</p>		

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	International Travel Resources USPS International Travel Office (Global Security): ISOIT@usps.gov <ul style="list-style-type: none"> • ITAP: https://itap.usps.gov/itap-welcome International Postal Affairs - Home (usps.gov)	New subsection under new International travel section in revised F-15.	None