

### **Foreign Travel on Sandia Awards**

- Unless foreign travel is listed on the Award/Budget documentation, it **MUST** be approved by the SDR (Sandia Designated Representative).
- If Foreign Travel was not originally budgeted, then the P.I.s **must submit** an updated budget to Sandia. The updated budget has **required approvals** from the SDR and the Sandia Buyer. The Sandia Buyer is the only person authorized to execute and/or administer this subcontract for NTESS (National Technology and Engineering Solutions of Sandia, LLC). The buyer has the authority to determine which costs are allowable on a Sandia award.
- The approval process starts with the P.I describing the reason foreign travel is needed and how the travel relates to the SOW (Scope of Work) on the award.
- Once the SOW is confirmed by the SDR and Buyer, the SDR will initiate with their DOE (Department of Energy) representative to get final approval, in accordance with ISS100.4.2, Control International Travel.
- The Subcontractor (GIT/GTRC) is prohibited from traveling until the SDR has notified the Subcontractor in writing that DOE approval for foreign travel has been granted.
- Once approval has been granted, a DOE Travel Authorization form will be signed by the DOE representative and the assigned SDR. The form then will be sent to the assigned P.I on the Sandia award to confirm approval of travel. The SDR will include the approved foreign destinations, time frames, and other applicable information. P.I's should verify this information to ensure the final approved details of travel are accurate. Once travel details are confirmed, the P.I can move forward with the foreign travel expenses related to the deliverables of the award.
- Discussions with the SDR and Buyer must be communicated through email to document the approval process to avoid unallowable costs in future audits.