

**DEPARTMENT OF HOMELAND SECURITY  
U.S. Coast Guard  
OFFICIAL NON-OPERATIONAL FOREIGN TRAVEL APPROVAL FORM**

**Point of Contact Information**

|                         |                    |                                        |
|-------------------------|--------------------|----------------------------------------|
| 1. Rank/Name (F, MI, L) | 2. Date of Request | <b>Form Instructions<br/>on page 3</b> |
| 3. Phone #              | 4. Unit            | 5. E-mail                              |

**Traveler Information**

|                 |                                                                                                                                                                                                    |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| # of Travelers: | Gift Travel (Complete back section of the form for gift travel approval)                                                                                                                           |
|                 | Required Clearances & Training Completed<br>(Travelers are required to consult the Foreign Clearance Guide located at: <a href="https://www.fcg.pentagon.mil/">https://www.fcg.pentagon.mil/</a> ) |

| Traveler Rank/Name | Unit | Traveler Rank/Name | Unit |
|--------------------|------|--------------------|------|
|                    |      |                    |      |
|                    |      |                    |      |
|                    |      |                    |      |
|                    |      |                    |      |
|                    |      |                    |      |

|                |               |            |            |
|----------------|---------------|------------|------------|
| Departure Date | Return Date   | Country    | City       |
|                |               |            |            |
|                |               |            |            |
|                |               |            |            |
|                |               |            |            |
| Airfare Cost   | Per Diem Cost | Misc. Cost | Total Cost |

Purpose of Trip

Justification to Include Impact of Denial

- This trip most closely supports this International Affairs Strategic Objective
- |                                                                    |                                                                          |
|--------------------------------------------------------------------|--------------------------------------------------------------------------|
| 1. Build and Leverage Force-Multiplying International Partnership. | 3. Shape International Regulations and Standards.                        |
| 2. Maximize Global Maritime Awareness.                             | 4. Support U.S. National Security, Homeland Security and Foreign Policy. |

**Approval** (The First Flag Officer or Senior Executive Service (SES) Official has final approval authority. This may be delegated to the Deputy Chief of Staff or officer acting in their capacity.)

| Role/Title | Decision | Comment | Signature |
|------------|----------|---------|-----------|
|            |          |         |           |
|            |          |         |           |
|            |          |         |           |

**Additional Information:** Commands are encouraged to periodically review COMDTINST 5000.5G Foreign Travel, Passports, and Visas. Appendices A through C of COMDTINST 5000.5G provide checklists for Foreign Travel, Passports, and Visas. For any additional guidance please contact [ForeignTravelPolicy@uscg.mil](mailto:ForeignTravelPolicy@uscg.mil).

**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 identity 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) |  | 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. |
| Meals                        |  |                                                                                                                                                                                                                                                                                                                                                                                                       |
| Lodging                      |  |                                                                                                                                                                                                                                                                                                                                                                                                       |
| Total Cost                   |  |                                                                                                                                                                                                                                                                                                                                                                                                       |

7. CG-0944 review

|               |  |              |  |
|---------------|--|--------------|--|
|               |  | CG-8 Action  |  |
| Concur        |  | Accepted     |  |
| Do not Concur |  | Not accepted |  |
| Date          |  | Date         |  |

**DEPARTMENT OF HOMELAND SECURITY**  
**U.S. Coast Guard**  
**OFFICIAL NON-OPERATIONAL FOREIGN TRAVEL APPROVAL FORM**

**Purpose of this form:** Request foreign travel approval for all Official Non-Operational Foreign travel as described in COMDTINST 5000.5G. This form is **NOT** for the request of Unofficial Foreign travel (leave) or Operational Foreign Travel.

**Point of Contact Information**

**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.

**Travel/Itinerary/Cost**

**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.

Review the Foreign Clearance Guide (available at <https://www.fcg.pentagon.mil/>) and ensure all applicable **Required Clearances & Training** including country/theater clearance, USCG Security Threat Awareness Training (referred to by DoD as AFTP Level I), SERE 100, ISOPREP, Individual Force Protection Plan, 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.

**Purpose/Justification**

**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.

**Approval**

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

All 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 are 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 requests, and requests requiring DCO approval must be provided to CG-DCO by e-mailing it to [USCGForeignTravel@uscg.mil](mailto:USCGForeignTravel@uscg.mil).

Once the final approving official has signed the travel request, the form should be maintained per COMDTINST M5212.12, Information and Life Cycle Management Manual.

**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 requests and claims submitted by USCG personnel for Official Non-Operational Foreign 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.