

FOIA MARKER

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Subgroup/Office of Origin: National AIDS Policy Office

Series/Staff Member: Sandra Thurman

Subseries:

OA/ID Number: 40014

FolderID:

Folder Title:

Admin - Forms - Travel Voucher

Stack:

S

Row:

66

Section:

5

Shelf:

11

Position:

3

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION
(Privacy Act Statement and instructions on back)

1. TYPE OF AUTHORIZATION

☒ TDY

☐ Amendment
(Show items amended)

☐ Invitational
(Non EOP Employees Only)

☐ Relocation

2. Traveler (First name, middle initial, last name)

Sandra L. Thurman

3. Title of Traveler

Director, AIDS Policy

5. Office Phone

6. Official Duty Station

4. AGENCY/DIVISION

OPD

7. ☒ Per Diem

☐ Actual Subsistence (unusual circumstances)*
Rate(s):

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL

(a) Commercial Transportation				
Rail		Air		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡
		☒		

‡ First Class must have approval of Agency Head or Deputy

(b) Privately Owned Vehicle

Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *	☐ For convenience of traveler NTE common carrier cost

(c) ☐ Gov't Owned Vehicle

(d) ☐ Other (specify)

10. ESTIMATED COST

AMOUNT

Per Diem/Actual Subsistence

\$

Transportation

Rental Car

Miscellaneous

TOTAL

\$

11. SPECIAL EXPENSE AUTHORIZED

☐ Registration Fees (meeting, training, etc.)

☐ Commercial Rental Car

☐ Excess Baggage not to exceed _____

☐ Other (Please identify)

12. ADVANCE REQUESTED

\$

(meals and miscellaneous expenses only)

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

14(a) Requested by

15. Accounting data (Appropriation, division, project, vendor number)

14(b) I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and missions
Approval Official (Signature and Title)

16. Funds are available to defray travel cost specified above
Funds Manager's Certification (Signature)

17. Date

18. Travel Authorization No.

PHOTOCOPY
PRESERVATION

PRIVACY ACT STATEMENT — The information requested is required to document the authorization and reimbursement of the individuals who travel at government expense on official business. Its routine use is restricted to officers and employees of Executive Office of the President agencies for performance of their official duties. Disclosure is voluntary, but failure to provide all or part of the information may delay or prevent authorization of travel. This information is collected under the authority of 31 U.S.C. 66a, 41 U.S.C. 3101, 3102, 3309; and General Accounting Office and General Services Administration policies and procedures.

Instructions for Completing Travel Authorization

- ITEM 1 — Check:
- TDY block if travel is of routine nature by an employee of your agency.
 - Invitational block if travel is to be performed by a person who is not employed by your agency.
 - Relocation block if authorization is for a person being transferred from or to another geographical locality.
 - Amendment block if making change to existing Travel Authorization.
- ITEMS 2 – 6 — Self Explanatory.
- ITEM 7 — Check appropriate box for the type of reimbursement authorized.
List rate or rates applicable.
- ITEM 8 — Provide information on travel itinerary.
- ITEM 9 — Check mode of travel authorized.
- ITEM 10 — Compute cost of per diem or actual subsistence utilizing the information in **Item 10**.
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- ITEM 14(a) — Signature of Traveler.
14(b) — Signature of Approving Official.
- ITEMS 15 & 16 — Self Explanatory.
- ITEMS 17 & 18 — To be completed by personnel assigning T/A numbers.

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7. ☒ Per Diem
☐ Actual Subsistence (unusual circumstances)*
Rate(s):

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Point of Return (City, State) _____

9. MODE OF TRAVEL

(a) Commercial Transportation

Rail		Air		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡
		X		

‡ First Class must have approval of Agency Head or Deputy

(b) Privately Owned Vehicle

Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *
			☐ For convenience of traveler NTE common carrier cost

(c) ☐ Gov't Owned Vehicle

(d) ☐ Other (specify)

10. ESTIMATED COST

AMOUNT

Per Diem/Actual Subsistence	\$
Transportation	
Rental Car	
Miscellaneous	
TOTAL	\$

11. SPECIAL EXPENSE AUTHORIZED

- ☐ Registration Fees (meeting, training, etc.)
- ☐ Commercial Rental Car
- ☐ Excess Baggage not to exceed _____
- ☐ Other (Please identify)

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Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL

(a) Commercial Transportation

Rail		Air		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡

‡ First Class must have approval of Agency Head or Deputy

(b) Privately Owned Vehicle

Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *
			☐ For convenience of traveler NTE common carrier cost

(c) ☐ Gov't Owned Vehicle

(d) ☐ Other (specify)

10. ESTIMATED COST

AMOUNT

Per Diem/Actual Subsistence

\$

Transportation

Rental Car

Miscellaneous

TOTAL

\$

11. SPECIAL EXPENSE AUTHORIZED

☐ Registration Fees (meeting, training, etc.)

☐ Commercial Rental Car

☐ Excess Baggage not to exceed _____

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12. ADVANCE REQUESTED

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PROTECTED
PRESERVATION

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7. ☒ Per Diem
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Rate(s):

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PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL

(a) Commercial Transportation

Rail		Air		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡

‡ First Class must have approval of Agency Head or Deputy

(b) Privately Owned Vehicle

Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *
			☐ For convenience of traveler NTE common carrier cost

(c) ☐ Gov't Owned Vehicle

(d) ☐ Other (specify)

10. ESTIMATED COST

AMOUNT

Per Diem/Actual Subsistence	\$
Transportation	
Rental Car	
Miscellaneous	
TOTAL	\$

11. SPECIAL EXPENSE AUTHORIZED

- ☐ Registration Fees (meeting, training, etc.)
- ☐ Commercial Rental Car
- ☐ Excess Baggage not to exceed _____
- ☐ Other (Please identify)

12. ADVANCE REQUESTED \$
(meals and miscellaneous expenses only)

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RESTRICTED
RESERVATION

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OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

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- ☐ TDY ☐ Amendment
(Show items amended)
- ☐ Invitational ☐ Relocation
(Non EOP Employees Only)

2. Traveler (First name, middle initial, last name)

3. Title of Traveler

4. AGENCY/DIVISION

5. Office Phone

6. Official Duty Station

7. ☐ Per Diem
☐ Actual Subsistence (unusual circumstances)*
Rate(s):

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence		\$
					Transportation		
					Rental Car		
					Miscellaneous		
± First Class must have approval of Agency Head or Deputy					TOTAL		\$
(b) Privately Owned Vehicle					11. SPECIAL EXPENSE AUTHORIZED		
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		☐ Registration Fees (meeting, training, etc.)		
			☐ For convenience of traveler NTE common carrier cost		☐ Commercial Rental Car		
(c) ☐ Gov't Owned Vehicle					☐ Excess Baggage not to exceed _____		
(d) ☐ Other (specify)					☐ Other (Please identify)		
					12. ADVANCE REQUESTED		\$
					(meals and miscellaneous expenses only)		

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

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NEED TO
REVIEW

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(Privacy Act Statement and instructions on back)

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- ☐ Invitational ☐ Relocation
(Non EOP Employees Only)

2. Traveler (First name, middle initial, last name)

3. Title of Traveler

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5. Office Phone

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7. ☐ Per Diem
☐ Actual Subsistence (unusual circumstances)*
Rate(s):

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence		\$
Rail		Air			Transportation		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡	Rental Car		
‡ First Class must have approval of Agency Head or Deputy					Miscellaneous		
(b) Privately Owned Vehicle					TOTAL		\$
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		11. SPECIAL EXPENSE AUTHORIZED		
			☐ For convenience of traveler NTE common carrier cost		☐ Registration Fees (meeting, training, etc.)		
(c) ☐ Gov't Owned Vehicle					☐ Commercial Rental Car		
(d) ☐ Other (specify)					☐ Excess Baggage not to exceed _____		
					☐ Other (Please identify)		
					12. ADVANCE REQUESTED (meals and miscellaneous expenses only)		\$

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

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OPTIONAL
FORM NO. 101-1
5-78

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☐ Actual Subsistence (unusual circumstances)*
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Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL

(a) Commercial Transportation

Rail		Air		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡

‡ First Class must have approval of Agency Head or Deputy

(b) Privately Owned Vehicle

Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *
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(c) ☐ Gov't Owned Vehicle

(d) ☐ Other (specify)

10. ESTIMATED COST

AMOUNT

Per Diem/Actual Subsistence

\$

Transportation

Rental Car

Miscellaneous

TOTAL

\$

11. SPECIAL EXPENSE AUTHORIZED

- ☐ Registration Fees (meeting, training, etc.)
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UNCLASSIFIED
FOUO EXEMPT

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OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

2. Traveler (First name, middle initial, last name)		1. TYPE OF AUTHORIZATION ☐ TDY ☐ Invitational (Non EOP Employees Only) ☐ Amendment (Show items amended) ☐ Relocation	
3. Title of Traveler		4. AGENCY/DIVISION	
5. Office Phone	6. Official Duty Station	7. ☐ Per Diem ☐ Actual Subsistence (unusual circumstances)* Rate(s):	

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____ / ____ / ____ Travel End On ____ / ____ / ____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence		\$
Rail		Air			Transportation		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡	Rental Car		
‡ First Class must have approval of Agency Head or Deputy					Miscellaneous		
(b) Privately Owned Vehicle					TOTAL		\$
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		11. SPECIAL EXPENSE AUTHORIZED		
			☐ For convenience of traveler NTE common carrier cost		☐ Registration Fees (meeting, training, etc.)		
(c) ☐ Gov't Owned Vehicle					☐ Commercial Rental Car		
(d) ☐ Other (specify)					☐ Excess Baggage not to exceed _____		
					☐ Other (Please identify)		
					12. ADVANCE REQUESTED (meals and miscellaneous expenses only)		\$

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

14(a) Requested by	15. Accounting data (Appropriation, division, project, vendor number)	
14(b) I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and missions Approval Official (Signature and Title)	16. Funds are available to defray travel cost specified above Funds Manager's Certification (Signature)	
	17. Date	18. Travel Authorization No.

PRIVACY ACT STATEMENT — The information requested is required to document the authorization and reimbursement of the individuals who travel at government expense on official business. Its routine use is restricted to officers and employees of Executive Office of the President agencies for performance of their official duties. Disclosure is voluntary, but failure to provide all or part of the information may delay or prevent authorization of travel. This information is collected under the authority of 31 U.S.C. 66a, 41 U.S.C. 3101, 3102, 3309; and General Accounting Office and General Services Administration policies and procedures.

Instructions for Completing Travel Authorization

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- TDY block if travel is of routine nature by an employee of your agency.
- Invitational block if travel is to be performed by a person who is not employed by your agency.
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- Amendment block if making change to existing Travel Authorization.
- ITEMS 2 – 6 — Self Explanatory.
- ITEM 7 — Check appropriate box for the type of reimbursement authorized.
List rate or rates applicable.
- ITEM 8 — Provide information on travel itinerary.
- ITEM 9 — Check mode of travel authorized.
- ITEM 10 — Compute cost of per diem or actual subsistence utilizing the information in **Item 10**.
Transportation is cost of airline ticket, privately owned vehicle mileage, or other transportation cost.
Miscellaneous could include rental car, registration fees, taxi cabs, etc.
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- ITEM 12 — Complete **only** if an advance of funds is requested.
- ITEM 13 — Space provided for justifications and other miscellaneous information.
- ITEM 14(a) — Signature of Traveler.
14(b) — Signature of Approving Official.
- ITEMS 15 & 16 — Self Explanatory.
- ITEMS 17 & 18 — To be completed by personnel assigning T/A numbers.

Approved
for Release

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

1. TYPE OF AUTHORIZATION

- ☐ TDY ☐ Amendment
(Show items amended)
- ☐ Invitational ☐ Relocation
(Non EOP Employees Only)

2. Traveler (First name, middle initial, last name)

3. Title of Traveler

4. AGENCY/DIVISION

5. Office Phone

6. Official Duty Station

- 7.** ☐ Per Diem
☐ Actual Subsistence (unusual circumstances)*
Rate(s):

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____ / ____ / ____ Travel End On ____ / ____ / ____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence		\$
Rail		Air			Transportation		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡	Rental Car		
					Miscellaneous		
‡ First Class must have approval of Agency Head or Deputy					TOTAL		\$
(b) Privately Owned Vehicle					11. SPECIAL EXPENSE AUTHORIZED		
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		☐ Registration Fees (meeting, training, etc.)		
			☐ For convenience of traveler NTE common carrier cost		☐ Commercial Rental Car		
(c) ☐ Gov't Owned Vehicle					☐ Excess Baggage not to exceed _____		
(d) ☐ Other (specify)					☐ Other (Please identify)		
					12. ADVANCE REQUESTED		\$
					(meals and miscellaneous expenses only)		

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

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FOR OFFICIAL
USE ONLY

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

2. Traveler (First name, middle initial, last name)		1. TYPE OF AUTHORIZATION ☐ TDY ☐ Invitational (Non EOP Employees Only) ☐ Amendment (Show items amended) ☐ Relocation	
3. Title of Traveler		4. AGENCY/DIVISION	
5. Office Phone	6. Official Duty Station	7. ☐ Per Diem ☐ Actual Subsistence (unusual circumstances)* Rate(s):	

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____ / ____ / ____ Travel End On ____ / ____ / ____

ITINERARY: Point of Origin (City, State) _____

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Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence		\$
Rail		Air			Transportation		
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‡ First Class must have approval of Agency Head or Deputy					Miscellaneous		
(b) Privately Owned Vehicle					TOTAL		\$
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		11. SPECIAL EXPENSE AUTHORIZED		
(c) ☐ Gov't Owned Vehicle (d) ☐ Other (specify)					☐ Registration Fees (meeting, training, etc.)		
					☐ Commercial Rental Car		
					☐ Excess Baggage not to exceed _____		
					☐ Other (Please identify)		
					12. ADVANCE REQUESTED		\$
					(meals and miscellaneous expenses only)		

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

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OPTIONAL
 INFORMATION

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION
(Privacy Act Statement and instructions on back)

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3. Title of Traveler		4. AGENCY/DIVISION	
5. Office Phone	6. Official Duty Station		
		7. ☐ Per Diem ☐ Actual Subsistence (unusual circumstances)* Rate(s):	

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

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(a) Commercial Transportation					Per Diem/Actual Subsistence		\$
Rail		Air			Transportation		
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‡ First Class must have approval of Agency Head or Deputy					Miscellaneous		
(b) Privately Owned Vehicle					TOTAL		\$
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		11. SPECIAL EXPENSE AUTHORIZED		
			☐ For convenience of traveler NTE common carrier cost		☐ Registration Fees (meeting, training, etc.)		
(c) ☐ Gov't Owned Vehicle					☐ Commercial Rental Car		
(d) ☐ Other (specify)					☐ Excess Baggage not to exceed _____		
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**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

I. TYPE OF AUTHORIZATION

- ☐ TDY ☐ Amendment
(Show items amended)
- ☐ Invitational ☐ Relocation
(Non EOP Employees Only)

2. Traveler (First name, middle initial, last name)

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5. Office Phone

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☐ Actual Subsistence (unusual circumstances)*
Rate(s):

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____ / ____ / ____ Travel End On ____ / ____ / ____

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9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT																																																																																																									
(a) Commercial Transportation					Per Diem/Actual Subsistence		\$																																																																																																									
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Approval Official (Signature and Title)

16. Funds are available to defray travel cost specified above
Funds Manager's Certification (Signature)

17. Date

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OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

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DATE(S): Travel Begin On ____ / ____ / ____ Travel End On ____ / ____ / ____

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**EXECUTIVE OFFICE OF THE PRESIDENT
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1. TYPE OF AUTHORIZATION

- ☐ TDY ☐ Amendment
(Show items amended)
- ☐ Invitational ☐ Relocation
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3. Title of Traveler

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5. Office Phone

6. Official Duty Station

7. ☐ Per Diem
☐ Actual Subsistence (unusual circumstances)*
Rate(s):

8. TRAVEL INFORMATION

PURPOSE: _____

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9. MODE OF TRAVEL

(a) Commercial Transportation

Rail		Air		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡

‡ First Class must have approval of Agency Head or Deputy

(b) Privately Owned Vehicle

Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *
			☐ For convenience of traveler NTE common carrier cost

(c) ☐ Gov't Owned Vehicle

(d) ☐ Other (specify)

10. ESTIMATED COST

AMOUNT

Per Diem/Actual Subsistence

\$

Transportation

Rental Car

Miscellaneous

TOTAL

\$

11. SPECIAL EXPENSE AUTHORIZED

- ☐ Registration Fees (meeting, training, etc.)
- ☐ Commercial Rental Car
- ☐ Excess Baggage not to exceed _____
- ☐ Other (Please identify)

12. ADVANCE REQUESTED \$
(meals and miscellaneous expenses only)

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

14(a) Requested by

15. Accounting data (Appropriation, division, project, vendor number)

14(b) I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and missions
Approval Official (Signature and Title)

16. Funds are available to defray travel cost specified above
Funds Manager's Certification (Signature)

17. Date

18. Travel Authorization No.

PRIVACY ACT STATEMENT — The information requested is required to document the authorization and reimbursement of the individuals who travel at government expense on official business. Its routine use is restricted to officers and employees of Executive Office of the President agencies for performance of their official duties. Disclosure is voluntary, but failure to provide all or part of the information may delay or prevent authorization of travel. This information is collected under the authority of 31 U.S.C. 66a, 41 U.S.C. 3101, 3102, 3309; and General Accounting Office and General Services Administration policies and procedures.

Instructions for Completing Travel Authorization

- ITEM 1 — Check:
- TDY block if travel is of routine nature by an employee of your agency.
- Invitational block if travel is to be performed by a person who is not employed by your agency.
- Relocation block if authorization is for a person being transferred from or to another geographical locality.
- Amendment block if making change to existing Travel Authorization.
- ITEMS 2 – 6 — Self Explanatory.
- ITEM 7 — Check appropriate box for the type of reimbursement authorized.
List rate or rates applicable.
- ITEM 8 — Provide information on travel itinerary.
- ITEM 9 — Check mode of travel authorized.
- ITEM 10 — Compute cost of per diem or actual subsistence utilizing the information in **Item 10**.
Transportation is cost of airline ticket, privately owned vehicle mileage, or other transportation cost.
Miscellaneous could include rental car, registration fees, taxi cabs, etc.
- ITEM 11 — Check appropriate box for any special expenses authorized.
- ITEM 12 — Complete **only** if an advance of funds is requested.
- ITEM 13 — Space provided for justifications and other miscellaneous information.
- ITEM 14(a) — Signature of Traveler.
14(b) — Signature of Approving Official.
- ITEMS 15 & 16 — Self Explanatory.
- ITEMS 17 & 18 — To be completed by personnel assigning T/A numbers.

PHOTOCOPY
RESTRICTION

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

2. Traveler (First name, middle initial, last name)		1. TYPE OF AUTHORIZATION ☐ TDY ☐ Invitational (Non EOP Employees Only) ☐ Amendment (Show items amended) ☐ Relocation	
3. Title of Traveler		4. AGENCY/DIVISION	
5. Office Phone	6. Official Duty Station		
		7. ☐ Per Diem ☐ Actual Subsistence (unusual circumstances)* Rate(s):	

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____ / ____ / ____ Travel End On ____ / ____ / ____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence	\$	
Rail		Air			Transportation		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡	Rental Car		
‡ First Class must have approval of Agency Head or Deputy					Miscellaneous		
(b) Privately Owned Vehicle					TOTAL		\$
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		11. SPECIAL EXPENSE AUTHORIZED		
			☐ For convenience of traveler NTE common carrier cost		☐ Registration Fees (meeting, training, etc.)		
(c) ☐ Gov't Owned Vehicle					☐ Commercial Rental Car		
(d) ☐ Other (specify)					☐ Excess Baggage not to exceed _____		
					☐ Other (Please identify)		
					12. ADVANCE REQUESTED		\$
					(meals and miscellaneous expenses only)		

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

14(a) Requested by	15. Accounting data (Appropriation, division, project, vendor number)	
14(b) I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and missions Approval Official (Signature and Title)	16. Funds are available to defray travel cost specified above Funds Manager's Certification (Signature)	
	17. Date	18. Travel Authorization No.

PRIVACY ACT STATEMENT — The information requested is required to document the authorization and reimbursement of the individuals who travel at government expense on official business. Its routine use is restricted to officers and employees of Executive Office of the President agencies for performance of their official duties. Disclosure is voluntary, but failure to provide all or part of the information may delay or prevent authorization of travel. This information is collected under the authority of 31 U.S.C. 66a, 41 U.S.C. 3101, 3102, 3309; and General Accounting Office and General Services Administration policies and procedures.

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- ITEM 9 — Check mode of travel authorized.
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- ITEM 12 — Complete **only** if an advance of funds is requested.
- ITEM 13 — Space provided for justifications and other miscellaneous information.
- ITEM 14(a) — Signature of Traveler.
14(b) — Signature of Approving Official.
- ITEMS 15 & 16 — Self Explanatory.
- ITEMS 17 & 18 — To be completed by personnel assigning T/A numbers.

RECEIVED
11/10/2011

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

2. Traveler (First name, middle initial, last name)		1. TYPE OF AUTHORIZATION ☐ TDY ☐ Invitational (Non EOP Employees Only) ☐ Amendment (Show items amended) ☐ Relocation	
3. Title of Traveler		4. AGENCY/DIVISION	
5. Office Phone	6. Official Duty Station		
		7. ☐ Per Diem ☐ Actual Subsistence (unusual circumstances)* Rate(s):	

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST	AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence	\$
Rail		Air			Transportation	
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡	Rental Car	
					Miscellaneous	
‡ First Class must have approval of Agency Head or Deputy					TOTAL	\$
(b) Privately Owned Vehicle					11. SPECIAL EXPENSE AUTHORIZED	
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		☐ Registration Fees (meeting, training, etc.)	
			☐ For convenience of traveler NTE common carrier cost		☐ Commercial Rental Car	
(c) ☐ Gov't Owned Vehicle					☐ Excess Baggage not to exceed _____	
(d) ☐ Other (specify)					☐ Other (Please identify)	
					12. ADVANCE REQUESTED \$	
					(meals and miscellaneous expenses only)	

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

14(a) Requested by	15. Accounting data (Appropriation, division, project, vendor number)	
14(b) I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and missions Approval Official (Signature and Title)	16. Funds are available to defray travel cost specified above Funds Manager's Certification (Signature)	
	17. Date	18. Travel Authorization No.

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- ITEM 13 — Space provided for justifications and other miscellaneous information.
- ITEM 14(a) — Signature of Traveler.
14(b) — Signature of Approving Official.
- ITEMS 15 & 16 — Self Explanatory.
- ITEMS 17 & 18 — To be completed by personnel assigning TTA numbers.

EXHIBIT
14-00000

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

1. TYPE OF AUTHORIZATION

- ☐ TDY ☐ Amendment
(Show items amended)
- ☐ Invitational (Non EOP Employees Only) ☐ Relocation

2. Traveler (First name, middle initial, last name)

3. Title of Traveler

4. AGENCY/DIVISION

5. Office Phone

6. Official Duty Station

7. ☐ Per Diem
☐ Actual Subsistence (unusual circumstances)*
Rate(s):

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence		\$
Rail		Air			Transportation		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡	Rental Car		
‡ First Class must have approval of Agency Head or Deputy					Miscellaneous		
(b) Privately Owned Vehicle					TOTAL		\$
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		11. SPECIAL EXPENSE AUTHORIZED		
			☐ For convenience of traveler NTE common carrier cost		☐ Registration Fees (meeting, training, etc.)		
(c) ☐ Gov't Owned Vehicle					☐ Commercial Rental Car		
(d) ☐ Other (specify)					☐ Excess Baggage not to exceed _____		
					☐ Other (Please identify)		
					12. ADVANCE REQUESTED		\$
					(meals and miscellaneous expenses only)		

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

14(a) Requested by

15. Accounting data (Appropriation, division, project, vendor number)

14(b) I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and missions
Approval Official (Signature and Title)

16. Funds are available to defray travel cost specified above
Funds Manager's Certification (Signature)

17. Date

18. Travel Authorization No.

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- ITEM 9 — Check mode of travel authorized.
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Miscellaneous could include rental car, registration fees, taxi cabs, etc.
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- ITEM 12 — Complete **only** if an advance of funds is requested.
- ITEM 13 — Space provided for justifications and other miscellaneous information.
- ITEM 14(a) — Signature of Traveler.
14(b) — Signature of Approving Official.
- ITEMS 15 & 16 — Self Explanatory
- ITEMS 17 & 18 — To be completed by personnel assigning F.A. numbers

PHOTOCOPY
BY ADMINISTRATION

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION
(Privacy Act Statement and instructions on back)

2. Traveler (First name, middle initial, last name)		1. TYPE OF AUTHORIZATION ☐ TDY ☐ Invitational (Non EOP Employees Only) ☐ Amendment (Show items amended) ☐ Relocation	
3. Title of Traveler		4. AGENCY/DIVISION	
5. Office Phone	6. Official Duty Station	7. ☐ Per Diem ☐ Actual Subsistence (unusual circumstances)* Rate(s):	

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence		\$
Rail		Air			Transportation		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡	Rental Car		
					Miscellaneous		
‡ First Class must have approval of Agency Head or Deputy					TOTAL		\$
(b) Privately Owned Vehicle					11. SPECIAL EXPENSE AUTHORIZED		
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		☐ Registration Fees (meeting, training, etc.)		
			☐ For convenience of traveler NTE common carrier cost		☐ Commercial Rental Car		
(c) ☐ Gov't Owned Vehicle					☐ Excess Baggage not to exceed _____		
(d) ☐ Other (specify)					☐ Other (Please identify)		
					12. ADVANCE REQUESTED \$		
					(meals and miscellaneous expenses only)		

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

14(a) Requested by	15. Accounting data (Appropriation, division, project, vendor number)	
14(b) I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and missions Approval Official (Signature and Title)	16. Funds are available to defray travel cost specified above Funds Manager's Certification (Signature)	
	17. Date	18. Travel Authorization No.

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- ITEM 8 — Provide information on travel itinerary.
- ITEM 9 — Check mode of travel authorized.
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 Miscellaneous could include rental car, registration fees, taxi cabs, etc.
- ITEM 11 — Check appropriate box for any special expenses authorized.
- ITEM 12 — Complete only if an advance of funds is requested.
- ITEM 13 — Space provided for justifications and other miscellaneous information.
- ITEM 14(a) — Signature of Traveler.
 14(b) — Signature of Approving Official.
- ITEMS 15 & 16 — Self Explanatory.
- ITEMS 17 & 18 — To be completed by personnel assigning T & A numbers.

APPROPRIATE
 INFORMATION

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

1. TYPE OF AUTHORIZATION

- ☐ TDY ☐ Amendment
(Show items amended)
- ☐ Invitational ☐ Relocation
(Non EOP Employees Only)

2. Traveler (First name, middle initial, last name)

3. Title of Traveler

4. AGENCY/DIVISION

5. Office Phone

6. Official Duty Station

7. ☐ Per Diem
☐ Actual Subsistence (unusual circumstances)*
Rate(s):

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence		\$
					Transportation		
					Rental Car		
					Miscellaneous		
‡ First Class must have approval of Agency Head or Deputy					TOTAL		\$
(b) Privately Owned Vehicle					11. SPECIAL EXPENSE AUTHORIZED		
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		☐ Registration Fees (meeting, training, etc.)		
			☐ For convenience of traveler NTE common carrier cost		☐ Commercial Rental Car		
(c) ☐ Gov't Owned Vehicle					☐ Excess Baggage not to exceed _____		
(d) ☐ Other (specify)					☐ Other (Please identify)		
					12. ADVANCE REQUESTED \$		
					(meals and miscellaneous expenses only)		

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

14(a) Requested by

15. Accounting data (Appropriation, division, project, vendor number)

14(b) I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and missions
Approval Official (Signature and Title)

16. Funds are available to defray travel cost specified above
Funds Manager's Certification (Signature)

17. Date

18. Travel Authorization No.

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PHOTOCOPY
OF AUTHORIZATION

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

2. Traveler (First name, middle initial, last name)		1. TYPE OF AUTHORIZATION	
		☐ TDY	☐ Amendment (Show items amended)
3. Title of Traveler		☐ Invitational (Non EOP Employees Only)	
		☐ Relocation	
5. Office Phone		4. AGENCY/DIVISION	
6. Official Duty Station		7. ☐ Per Diem ☐ Actual Subsistence (unusual circumstances)* Rate(s):	

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____ / ____ / ____ Travel End On ____ / ____ / ____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence		\$
Rail		Air			Transportation		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡	Rental Car		
‡ First Class must have approval of Agency Head or Deputy					Miscellaneous		
(b) Privately Owned Vehicle					TOTAL		\$
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		11. SPECIAL EXPENSE AUTHORIZED		
			☐ For convenience of traveler NTE common carrier cost		☐ Registration Fees (meeting, training, etc.)		
(c) ☐ Gov't Owned Vehicle					☐ Commercial Rental Car		
(d) ☐ Other (specify)					☐ Excess Baggage not to exceed _____		
					☐ Other (Please identify)		
					12. ADVANCE REQUESTED		\$
					(meals and miscellaneous expenses only)		

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

14(a) Requested by	15. Accounting data (Appropriation, division, project, vendor number)	
14(b) I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and missions Approval Official (Signature and Title)	16. Funds are available to defray travel cost specified above Funds Manager's Certification (Signature)	
	17. Date	18. Travel Authorization No.

PHOTOCOPY
PRESERVATION

PRIVACY ACT STATEMENT — The information requested is required to document the authorization and reimbursement of the individuals who travel at government expense on official business. Its routine use is restricted to officers and employees of Executive Office of the President agencies for performance of their official duties. Disclosure is voluntary, but failure to provide all or part of the information may delay or prevent authorization of travel. This information is collected under the authority of 31 U.S.C. 66a, 41 U.S.C. 3101, 3102, 3309; and General Accounting Office and General Services Administration policies and procedures.

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- ITEMS 17 & 18 — To be completed by personnel assigning T/A numbers.

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

1. TYPE OF AUTHORIZATION

- ☐ TDY ☐ Amendment
(Show items amended)
- ☐ Invitational (Non EOP Employees Only) ☐ Relocation

2. Traveler (First name, middle initial, last name)

3. Title of Traveler

4. AGENCY/DIVISION

5. Office Phone

6. Official Duty Station

7. ☐ Per Diem
☐ Actual Subsistence (unusual circumstances)*
Rate(s):

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence		\$
					Transportation		
					Rental Car		
					Miscellaneous		
‡ First Class must have approval of Agency Head or Deputy					TOTAL		\$
(b) Privately Owned Vehicle					11. SPECIAL EXPENSE AUTHORIZED		
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		☐ Registration Fees (meeting, training, etc.)		
			☐ For convenience of traveler NTE common carrier cost		☐ Commercial Rental Car		
(c) ☐ Gov't Owned Vehicle					☐ Excess Baggage not to exceed _____		
(d) ☐ Other (specify) _____					☐ Other (Please identify) _____		
					12. ADVANCE REQUESTED \$ (meals and miscellaneous expenses only)		

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

14(a) Requested by

15. Accounting data (Appropriation, division, project, vendor number)

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Approval Official (Signature and Title)

16. Funds are available to defray travel cost specified above
Funds Manager's Certification (Signature)

17. Date

18. Travel Authorization No.

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- ITEMS 2 – 6 — Self Explanatory.
- ITEM 7 — Check appropriate box for the type of reimbursement authorized.
List rate or rates applicable.
- ITEM 8 — Provide information on travel itinerary.
- ITEM 9 — Check mode of travel authorized.
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Transportation is cost of airline ticket, privately owned vehicle mileage, or other transportation cost.
Miscellaneous could include rental car, registration fees, taxi cabs, etc.
- ITEM 11 — Check appropriate box for any special expenses authorized.
- ITEM 12 — Complete **only** if an advance of funds is requested.
- ITEM 13 — Space provided for justifications and other miscellaneous information.
- ITEM 14(a) — Signature of Traveler.
14(b) — Signature of Approving Official.
- ITEMS 15 & 16 — Self Explanatory.
- ITEMS 17 & 18 — To be completed by personnel assigning T/A numbers.

PHOTOCOPY
PRESERVATION

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

1. TYPE OF AUTHORIZATION ☐ TDY ☐ Amendment (Show items amended) ☐ Invitational (Non EOP Employees Only) ☐ Relocation	
2. Traveler (First name, middle initial, last name)	
3. Title of Traveler	
4. AGENCY/DIVISION	5. Office Phone
6. Official Duty Station	
7. ☐ Per Diem ☐ Actual Subsistence (unusual circumstances)* Rate(s):	

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence		\$
Rail		Air			Transportation		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡	Rental Car		
‡ First Class must have approval of Agency Head or Deputy					Miscellaneous		
(b) Privately Owned Vehicle					TOTAL		\$
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		11. SPECIAL EXPENSE AUTHORIZED		
☐ For convenience of traveler NTE common carrier cost					☐ Registration Fees (meeting, training, etc.)		
(c) ☐ Gov't Owned Vehicle					☐ Commercial Rental Car		
(d) ☐ Other (specify)					☐ Excess Baggage not to exceed _____		
					☐ Other (Please identify)		
					12. ADVANCE REQUESTED		\$
					(meals and miscellaneous expenses only)		

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

14(a) Requested by	15. Accounting data (Appropriation, division, project, vendor number)	
14(b) I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and missions Approval Official (Signature and Title)	16. Funds are available to defray travel cost specified above Funds Manager's Certification (Signature)	
17. Date	18. Travel Authorization No.	

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PHOTOCOPY
RESTRICTION

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

2. Traveler (First name, middle initial, last name)		1. TYPE OF AUTHORIZATION ☐ TDY ☐ Invitational (Non EOP Employees Only) ☐ Amendment (Show items amended) ☐ Relocation
3. Title of Traveler		
5. Office Phone	6. Official Duty Station	4. AGENCY/DIVISION
		7. ☐ Per Diem ☐ Actual Subsistence (unusual circumstances)* Rate(s):

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence		\$
Rail		Air			Transportation		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡	Rental Car		
					Miscellaneous		
‡ First Class must have approval of Agency Head or Deputy					TOTAL		\$
(b) Privately Owned Vehicle					11. SPECIAL EXPENSE AUTHORIZED		
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		☐ Registration Fees (meeting, training, etc.)		
			☐ For convenience of traveler NTE common carrier cost		☐ Commercial Rental Car		
(c) ☐ Gov't Owned Vehicle					☐ Excess Baggage not to exceed _____		
(d) ☐ Other (specify)					☐ Other (Please identify)		
					12. ADVANCE REQUESTED \$		
					(meals and miscellaneous expenses only)		

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

14(a) Requested by	15. Accounting data (Appropriation, division, project, vendor number)	
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PHOTOGRAPH
REPRODUCTION

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

1. TYPE OF AUTHORIZATION

- ☐ TDY ☐ Amendment
(Show items amended)
- ☐ Invitational (Non EOP Employees Only) ☐ Relocation

2. Traveler (First name, middle initial, last name)

3. Title of Traveler

4. AGENCY/DIVISION

5. Office Phone

6. Official Duty Station

7. ☐ Per Diem
☐ Actual Subsistence (unusual circumstances)*
Rate(s):

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence		\$
Rail		Air			Transportation		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡	Rental Car		
‡ First Class must have approval of Agency Head or Deputy					Miscellaneous		
(b) Privately Owned Vehicle					TOTAL		\$
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		11. SPECIAL EXPENSE AUTHORIZED		
					☐ Registration Fees (meeting, training, etc.)		
					☐ Commercial Rental Car		
					☐ Excess Baggage not to exceed _____		
					☐ Other (Please identify)		
(c) ☐ Gov't Owned Vehicle					12. ADVANCE REQUESTED		\$
(d) ☐ Other (specify)					(meals and miscellaneous expenses only)		

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

14(a) Requested by

15. Accounting data (Appropriation, division, project, vendor number)

14(b) I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and missions

16. Funds are available to defray travel cost specified above
Funds Manager's Certification (Signature)

Approval Official (Signature and Title)

17. Date

18. Travel Authorization No.

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PHOTOCOPY
RESTRICTION

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

2. Traveler (First name, middle initial, last name)		1. TYPE OF AUTHORIZATION	
		☐ TDY	☐ Amendment (Show items amended)
3. Title of Traveler		☐ Invitational (Non EOP Employees Only)	☐ Relocation
		4. AGENCY/DIVISION	
5. Office Phone	6. Official Duty Station		
		7. ☐ Per Diem ☐ Actual Subsistence (unusual circumstances)* Rate(s):	

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence	\$	
Rail		Air			Transportation		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡	Rental Car		
‡ First Class must have approval of Agency Head or Deputy					Miscellaneous		
(b) Privately Owned Vehicle					TOTAL		\$
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		11. SPECIAL EXPENSE AUTHORIZED		
☐ For convenience of traveler NTE common carrier cost					☐ Registration Fees (meeting, training, etc.)		
					☐ Commercial Rental Car		
(c) ☐ Gov't Owned Vehicle					☐ Excess Baggage not to exceed _____		
(d) ☐ Other (specify)					☐ Other (Please identify)		
					12. ADVANCE REQUESTED		\$
					(meals and miscellaneous expenses only)		

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

14(a) Requested by		15. Accounting data (Appropriation, division, project, vendor number)	
14(b) I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and missions Approval Official (Signature and Title) PHOTOCOPY PRESERVATION		16. Funds are available to defray travel cost specified above Funds Manager's Certification (Signature)	
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PHOTOCOPY
PRESERVATION

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION
(Privacy Act Statement and instructions on back)

1. TYPE OF AUTHORIZATION

- ☐ TDY ☐ Amendment
(Show items amended)
- ☐ Invitational (Non EOP Employees Only) ☐ Relocation

2. Traveler (First name, middle initial, last name)

3. Title of Traveler

4. AGENCY/DIVISION

5. Office Phone

6. Official Duty Station

7. ☐ Per Diem
☐ Actual Subsistence (unusual circumstances)*
Rate(s):

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PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence		\$
Rail		Air			Transportation		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡	Rental Car		
‡ First Class must have approval of Agency Head or Deputy					Miscellaneous		
(b) Privately Owned Vehicle					TOTAL		\$
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		11. SPECIAL EXPENSE AUTHORIZED		
			☐ For convenience of traveler NTE common carrier cost		☐ Registration Fees (meeting, training, etc.)		
(c) ☐ Gov't Owned Vehicle					☐ Commercial Rental Car		
(d) ☐ Other (specify)					☐ Excess Baggage not to exceed _____		
					☐ Other (Please identify)		
					12. ADVANCE REQUESTED		\$
					(meals and miscellaneous expenses only)		

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

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PHOTOCOPY
REPRODUCTION

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

2. Traveler (First name, middle initial, last name)		1. TYPE OF AUTHORIZATION		
		☐ TDY	☐ Amendment (Show items amended)	
3. Title of Traveler		☐ Invitational (Non EOP Employees Only)		☐ Relocation
		4. AGENCY/DIVISION		
5. Office Phone	6. Official Duty Station		7. ☐ Per Diem ☐ Actual Subsistence (unusual circumstances)* Rate(s):	

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence		\$
Rail		Air			Transportation		
Coach	Extra Fare*	Coach Tourist	Business *	First Class ‡	Rental Car		
‡ First Class must have approval of Agency Head or Deputy					Miscellaneous		
(b) Privately Owned Vehicle					TOTAL		\$
Auto	Other	Rate auth per mile	☐ Determined more advantageous to government *		11. SPECIAL EXPENSE AUTHORIZED		
			☐ For convenience of traveler NTE common carrier cost		☐ Registration Fees (meeting, training, etc.)		
(c) ☐ Gov't Owned Vehicle					☐ Commercial Rental Car		
(d) ☐ Other (specify)					☐ Excess Baggage not to exceed _____		
					☐ Other (Please identify)		
					12. ADVANCE REQUESTED		\$
					(meals and miscellaneous expenses only)		

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PHOTOCOPY
RESTRICTION

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION**
(Privacy Act Statement and instructions on back)

1. TYPE OF AUTHORIZATION

- ☐ TDY ☐ Amendment
(Show items amended)
- ☐ Invitational ☐ Relocation
(Non EOP Employees Only)

2. Traveler (First name, middle initial, last name)

3. Title of Traveler

4. AGENCY/DIVISION

5. Office Phone

6. Official Duty Station

7. ☐ Per Diem
☐ Actual Subsistence (unusual circumstances)*
Rate(s):

8. TRAVEL INFORMATION

PURPOSE: _____

DATE(S): Travel Begin On ____/____/____ Travel End On ____/____/____

ITINERARY: Point of Origin (City, State) _____

Place(s) of Official Visitation (City, State) _____

Point of Return (City, State) _____

9. MODE OF TRAVEL					10. ESTIMATED COST		AMOUNT
(a) Commercial Transportation					Per Diem/Actual Subsistence	\$	
					Transportation		
					Rental Car		
					Miscellaneous		
					TOTAL	\$	
(b) Privately Owned Vehicle					11. SPECIAL EXPENSE AUTHORIZED		
					☐ Registration Fees (meeting, training, etc.)		
					☐ Commercial Rental Car		
					☐ Excess Baggage not to exceed _____		
					☐ Other (Please identify) _____		
					12. ADVANCE REQUESTED \$		
					(meals and miscellaneous expenses only)		
(c) ☐ Gov't Owned Vehicle							
(d) ☐ Other (specify) _____							

13. * Special Provisions/Remarks (Justification for first class /business /extra fare travel, annual leave enroute, actual subsistence, etc.)

14(a) Requested by

15. Accounting data (Appropriation, division, project, vendor number)

14(b) I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and missions
Approval Official (Signature and Title)

16. Funds are available to defray travel cost specified above
Funds Manager's Certification (Signature)

17. Date

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- ITEM 9 — Check mode of travel authorized.
- ITEM 10 — Compute cost of per diem or actual subsistence utilizing the information in **Item 10**.
Transportation is cost of airline ticket, privately owned vehicle mileage, or other transportation cost.
Miscellaneous could include rental car, registration fees, taxi cabs, etc.
- ITEM 11 — Check appropriate box for any special expenses authorized.
- ITEM 12 — Complete **only** if an advance of funds is requested.
- ITEM 13 — Space provided for justifications and other miscellaneous information.
- ITEM 14(a) — Signature of Traveler.
14(b) — Signature of Approving Official.
- ITEMS 15 & 16 — Self Explanatory.
- ITEMS 17 & 18 — To be completed by personnel assigning T/A numbers.

TRAVEL
AUTHORIZATION

Process for Submitting Travel Vouchers

- ◆ Travel vouchers are required to complete the travel process. Effective immediately, vouchers must be submitted **15 days** after the completion of travel. Please notify WH Management and Administration immediately if you need additional time.
- ◆ To ensure that your voucher is processed in a timely manner, please keep all receipts from your travel including your airline ticket receipt (not an itinerary).

Annual Leave During Official Travel

- ◆ While WH Management and Administration highly discourages taking annual leave in conjunction with official travel, leave may be granted on a case-by-case basis. Please check with WH Management and Administration prior to submitting a travel authorization on the suitability of annual leave.

Things to Remember When Traveling

- ◆ All travelers must have a completed Travel Authorization Form submitted and approved at least 72 hours prior to travel.
- ◆ Outside Source Forms must be completed, submitted, and approved by the Counsel's Office prior to travel. The TA should accompany the outside source form.
- ◆ All travel reservations, hotel reservations, and car rental reservations for official travel must be made through American Express, OEOB 87, (202) 456-2250.
- ◆ You must pay for all personal incidentals (i.e. food, movies, personal phone calls) upon checkout from the hotel.
- ◆ Do not accept any insurance for domestic car rentals; it is not reimbursable on official trips.
- ◆ Travel Vouchers must be submitted within 15 days after travel.
- ◆ All travel forms must be signed by you and your office head.

Failure to comply with these guidelines and procedures may result in WH Management and Administration recommending the denial of reimbursement.

Office of Policy Development Travel Guide

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Travel Authorization Forms

- ◆ Each traveler must submit a travel authorization form to WH Management & Administration for all travel outside the District of Columbia involving commercial travel costs, hotel costs, car rental costs, per diem, or funding from a non-federal outside source; and/or in the advance of a principal; or accompaniment of a principal.
- ◆ The travel authorization form should be completed in its entirety with the projected costs and travel authorization number.
- ◆ The traveler's status (i.e. official, political, mixed) must be noted on the form.
- ◆ Travel authorization forms must be submitted to WH Management and Administration at least 72 hours prior to travel.
- ◆ It is the responsibility of the traveler to ensure that travel has been approved before it occurs. If you travel without authorization ahead of time, your expenses may not be paid by the federal government.

Outside Source Travel

- ◆ White House staff may not solicit outside source payment for official travel. Staff members may, when it is offered by an outside non-federal source, discuss the White House's ability to accept such payment. Staff can never be reimbursed directly by an outside source.
- ◆ Outside source payment must always be approved by the Counsel's Office prior to travel, regardless of whether the outside source pays for the travel directly or plans to reimburse the government.
- ◆ For approval, submit a "Travel Expenses from Outside Source" form (which can be obtained from Room 145) to the Counsel's Office along with the Travel Authorization, at least 3 days in advance of

travel (7 days recommended). It is your responsibility to ensure that travel is approved before it occurs, regardless of whether you already have your ticket. For non-political outside source travel, submit your request to Meredith Cabe in OEOB 128. For political outside source travel, submit your request to Dawn Chirwa in OEOB 130.

Commercial Travel Reservations

- ◆ Unless an exception has been approved, staff must travel aboard government contract carriers, and must travel on domestic airlines. Again, if travel aboard a non-contract or foreign-flag carrier becomes necessary, it requires advance, written approval of the Counsel's Office.
- ◆ Official travel should be arranged through American Express Travel Services, unless the Counsel's Office has approved acceptance of an in-kind ticket from an outside source.
- ◆ Once a traveler's travel authorization form has been approved and signed, the traveler should contact American Express in OEOB 87 (x62250) for reservations and ticketing. Staff should not pay for transportation (e.g., airline or train tickets) with personal funds unless authorized.
- ◆ Unused tickets must be returned to WH Management and Administration attached to the travel voucher.
- ◆ All benefits resulting from official travel belong to the U.S. Government; accordingly, you may not keep frequent flyer miles or other benefits earned while on official travel for your personal use.
- ◆ Travel aboard Air Force One or Two, or travel with the First Lady must be approved by either the Chief of Staff's Office or the appropriate Advance office. Although you are responsible for securing a place on the manifest, you must submit a travel

authorization following the same guidelines as if traveling by commercial means.

Lodging

- ◆ If your travel involves an overnight stay, please make your lodging arrangements through the White House Travel Office. The Travel Office will be able to reserve a room at the government rate. If you are not able to make a reservation ahead of time, most major hotels will have a government rate.
- ◆ You may not claim lodging costs above the government rate without approval from WH Management and Administration. Lodging taxes should not be included in per diem for lodging. Taxes may be expensed separately.
- ◆ If you travel with either the President or Vice President, you are eligible for actual lodging reimbursement. In most cases, you will not receive a bill from the hotel; instead, the bill will be sent directly to WH Management and Administration for payment. However, it is the responsibility of the traveler to have actual hotel costs noted on the travel authorization.

Business Class Upgrades

- ◆ Staff must travel in coach class unless travel in premium class (but not first class) has been authorized: to accommodate a disability; when traveling to or from another continent, with a scheduled flight time exceeding 14 hours; when no coach class accommodations are available; or when an upgrade can be obtained using personal frequent-flyer benefits.

United States Department of State
Bureau of Consular Affairs

FOREIGN ENTRY REQUIREMENTS

April 2000

This listing is for U.S. citizens traveling on tourism/business and does not apply to persons planning to emigrate to foreign countries. Persons traveling on official business for the U.S. Government should obtain visa information from the agency sponsoring their travel. For purposes of this publication, a visa is an endorsement or stamp placed by officials of a foreign country on a U.S. passport that allows the bearer to visit that foreign country. **Note:** Wherever you see the words "photo(s) required" in this publication, it generally means that you will need to submit **passport-size (2"x2") photographs**.

IMPORTANT: THIS LISTING IS PREPARED FROM INFORMATION OBTAINED FROM FOREIGN EMBASSIES PRIOR TO APRIL 2000. THIS INFORMATION IS SUBJECT TO CHANGE. CHECK ENTRY REQUIREMENTS WITH THE CONSULAR OFFICIALS OF THE COUNTRIES TO BE VISITED WELL IN ADVANCE.

PASSPORTS: U.S. citizens who travel to a country where a valid passport is not required will need documentary evidence of their U.S. citizenship and identity. Proof of U.S. citizenship includes an expired U.S. passport, a certified (original) birth certificate, Certificate of Naturalization, Certificate of Citizenship, or Report of Birth Abroad of a Citizen of the United States. To prove identity, a valid driver's license or government identification card are acceptable provided they identify you by physical description or photograph. However, for travel overseas and to facilitate reentry into the U.S., a valid U.S. passport is the best documentation available and unquestionably proves your U.S. citizenship.

Before you send your passport through the mail to apply for a visa, sign it in ink, and write in pencil your current address and daytime telephone number in the space provided. This will help the U.S. Postal Service return it to you should it become separated from the envelope during processing.

Some countries require that your **U.S. passport be valid at least six months** or longer beyond the dates of your trip. If your passport expires before the required validity, you will have to apply for a new one. Please check with the embassy or nearest consulate of the country that you plan to visit for their requirements.

Some Middle Eastern or African countries will not issue visas or allow entry if your passport indicates travel to Israel. Consult the National Passport Information Center (1-900-225-5674 or 1-888-498-3648) for guidance if this applies to you.

VISAS: If a visa is required, obtain it from the appropriate foreign consular representative before proceeding abroad. Allow sufficient time for processing your visa application, especially if you are applying by mail. Most foreign consular representatives are located in principal cities, and in many instances, a traveler may be required to obtain visas from the consular office in the area of his/her residence. The addresses of foreign consular offices in the United States may be obtained by consulting the publication *Foreign Consular Offices in the United States* on the State Department's web site at <http://www.state.gov>. **IT IS THE RESPONSIBILITY OF THE TRAVELER TO OBTAIN VISAS, WHERE REQUIRED, FROM THE APPROPRIATE EMBASSY OR NEAREST CONSULATE OF THE COUNTRY YOU ARE PLANNING TO VISIT.**

IMMUNIZATIONS: Under the International Health Regulations adopted by the World Health Organization, a country may require International Certificates of Vaccination against yellow fever. A cholera immunization may be required if you are traveling from an infected area. Check with health care providers or your records to ensure other immunizations (e.g. tetanus and polio) are up-to-date. Prophylactic medication for malaria and certain other preventive measures are advisable for travel to

some countries. No immunizations are required to return to the United States. Detailed health information is included in *Health Information for International Travel*, available from the U.S. Government Printing Office (address on page 20) for \$20 or may be obtained from your local health department or physician or by contacting the Centers for Disease Control and Prevention, telephone 1-877-FYI-TRIP (1-877-394-8747), toll-free autofax: 1-888-CDC-FAXX (1-888-232-3299), or Internet: <http://www.cdc.gov>.

AIDS/HIV TESTING: An increasing number of countries have established regulations regarding AIDS testing, particularly for long-term visitors. Although many are listed here, check with the embassy or consulate of the country you that plan to visit to verify if this is a requirement for entry.

ADDITIONAL FEES: All international flights are subject to U.S. Immigration and U.S. Customs fees paid in advance as part of your ticket. In addition, many countries have **departure fees** that are sometimes collected at the time of ticket purchase or upon exiting the foreign country.

AFGHANISTAN - *Passport and visa required. No tourist or business visas are being issued in the U.S. at this time. Consult the Consulate of the Islamic State of Afghanistan in New York (212/972-2277) for further information.

ALBANIA - *Passport required. Visa issued on arrival for tourists stay up to 90 days. Proof of round-trip travel required. Entry fee \$45. For further information, contact the Embassy of the Republic of Albania at 2100 S Street, N.W., Washington, D.C. 20008 (202/223-8147).

ALGERIA - *Passport and visa required. Obtain visa before arrival. Visa valid up to 90 days, requires 2 application forms, 2 photos, and \$55 fee (money order or certified check). For tourist visas an itinerary from airline and a hotel reservation is also needed. Company letter required for business visa. Enclose prepaid self-addressed envelope for return of passport by registered, certified or express mail. Validity of visa: Applicants must enter Algeria within 45 days of issuance. For currency regulations and other information, contact the Consular Section of the Embassy of the Democratic and Popular Republic of Algeria, 2137 Wyoming Ave., N.W., Washington, D.C. 20008 (202/265-2800).

ANDORRA - (See France.)

ANGOLA - *Passport and visa required. Tourist/business visas require an application form, 1 recent photo with name on back, letter stating purpose of travel, letter of invitation sent by the individual or institution to be contacted in Angola, photocopy of a round-trip ticket or travel itinerary, proof of sufficient funds and \$30 fee. Visa is good for stay up to 90 days. The Consular Office of the Embassy of Angola has the right to request additional information, if necessary. Yellow fever and cholera immunizations recommended. For additional information contact Embassy of Angola, 1819 L Street, N.W., Suite 400, Washington, D.C. 20036 (202/452-1042/3). Internet address: <http://www.angola.org>

ANTIGUA AND BARBUDA - Passport or proof of U.S. citizenship or voter's registration card, along with picture ID, required, return/onward ticket, and proof of funds needed for tourist stay up to 6 months. Contact the Embassy of Antigua and Barbuda, 3216 New Mexico Ave. N.W., Washington, D.C. 20016 (202/362-5122/5166/5211) for further information.

ARGENTINA - *Passport required. Visa not required for tourist stay up to 90 days. For information concerning longer stays, employment, or other types of visas contact the Consular Section of the Argentine Embassy, 1718 Connecticut Ave., N.W., Washington, D.C. 20009 (202/238-6460) or the nearest Consulate: CA (213/954-9155), FL (305/373-7794), GA (404/880-0805, IL (312/819-2620), NY (212/603-0400) or TX (713/871-8935). Internet address: <http://www.uic.edu/orgs/argentina>

ARMENIA - *Passport and visa required. Visa for stay up to 21 days, requires 1 application form, 1 photo and \$35 to \$60 processing fee (fees vary according processing time). No fee for children under 18 years of age. For stays longer than 21 days, an official invitation from a qualifying entity in Armenia is

required. Armenian visas can serve as transit visas (transit visas are issued for stay of up to 3 days) for any country of the Commonwealth of Independent States (CIS), \$18 to \$36 fee. If you are staying longer than 3 days in another CIS country, you must obtain a separate visa from the appropriate embassy. If applying by mail, enclose a SASE or prepaid airbill indicating type of mail service (i.e. Federal Express, etc.), and money order or certified check in the appropriate amount, payable to the Embassy of Armenia. For more information, contact the Consular Section of the Embassy of the Republic of Armenia, 2225 R Street, N.W., Washington, D.C. 20008 (202/319-2983), or the Consulate General in Los Angeles, CA (310/657-6102). Internet address: <http://www.armeniaemb.org>

ARUBA - Passport or proof of U.S. citizenship required. Visa not required for stay up to 90 days after arrival. Proof of onward/return ticket or sufficient funds for stay may be required. Departure tax \$10.00. For further information consult Embassy of the Netherlands (202/244-5300), or nearest Consulate General: CA (310/268-1598), IL (312/856-0110), NY (212/246-1429) or TX (713/622-8000).

AUSTRALIA - *Passport required. An Electronic Travel Authority (ETA) is required prior to departure for tourist or business stays of up to 90 days. ETAs are available from travel agencies and airline reservation desks. Minors not accompanied by a parent need notarized written parental consent from both parents (or one parent if sole custody applies). AIDS test required for permanent resident visa for applicants age 15 and older; tests taken in the U.S. are acceptable. For more information check with the Embassy of Australia, 1601 Mass. Ave., N.W., Washington, D.C. 20036 (202/797-3145 or 3161) or the nearest Consulate General: CA (213/469-4300 or 415-362-6160), HI (808/524-5050), NY (212/245-4000), or TX (713/629-9131). Internet address: <http://www.austemb.org>

AUSTRIA - *Passport required. Visa not required for tourist stay up to 90 days. For information concerning longer stays, employment, or other types of visas check with the Embassy of Austria, 3524 International Court, N.W., Washington, D.C. 20008 (202/895-6767) or nearest Consulate General: Los Angeles (310/444-9310), Chicago (312/222-1515) or New York (212/737-6400).

AZERBAIJAN - *Passport and visa required. Visa (no charge for visas issued within 10 days) requires 1 application form, 2 photos, conformation from hotel, and a letter of invitation. (Fees are charged for express service, i.e., in less than 10 days.) Please include SASE or prepaid airbill for return of documents. For additional information, contact the Embassy of the Republic of Azerbaijan, 927 15th Street, N.W., Suite 700, Washington, D.C. 20005 (202/842-0811 or 0001).

AZORES - (See Portugal.)

BAHAMAS - Proof of U.S. citizenship, i.e. a passport or original or certified copy of a birth certificate with a photo ID, or, if you are in the US military, a military ID card, and onward/return ticket required for stay up to 8 months. Passport and residence/work permit needed for residence and business. Permit required for firearms and to import pets. Departure tax of \$15 must be paid at airport. For further information call Embassy of the Commonwealth of the Bahamas, 2220 Massachusetts Ave., N.W., Washington, D.C. 20008 (202/319-2660) or nearest Consulate: Miami (305/373-6295) or New York (212/421-6420).

BAHRAIN - *Passport and visa required. Visa requires letter from applicant (for tourist visa) or company letter (for business visa) on company letterhead guaranteeing full responsibility for all expenses, and stating reason for visit and duration, 1 application form and \$50 fee. Transit visa available upon arrival for stay up to 72 hours, must have return/onward ticket. Yellow fever vaccination needed, if arriving from infected area. Send SASE for return of passport by mail. For departure tax and other information, contact the Consular Section of the Embassy of the State of Bahrain, 3502 International Drive, N.W., Washington, D.C. 20008 (202/342-0741); or the Permanent Mission to the U.N., 2 United Nations Plaza, East 44th Street, New York, NY 10017 (212/223-6200). Internet address: <http://www.bahrainembassy.org>

BANGLADESH - *Passport, visa, and onward/return ticket required. Tourist/business visa requires 2 application forms, 2 photos, and \$45 fee. Business visa also requires company letter. Yellow fever vaccination required if traveling from an infected area. Single-entry visa valid for 3 months from date of

issue and stay is good up to 90 days. For longer stays and more information, consult the Embassy of the People's Republic of Bangladesh, 2201 Wisconsin Ave., N.W., Washington, D.C. 20007 (202/342-8372) or the Bangladesh Mission in New York at (212/867-3434). Internet address: <http://members.aol.com/banglaemb/embassy>

BARBADOS - *Passport required. Tourists traveling directly from the U.S. to Barbados may be allowed to enter for up to 3 months stay with proof of U.S. citizenship (original or certified copy of birth certificate), photo ID and onward/return ticket. A passport is required for longer visits and other types of travel. Business visas \$25, single-entry and \$30 multiple-entry (may require work permit) must be obtained prior to entry. Departure tax of \$12.50 US (\$25 BDS) is paid at airport. Check information with Embassy of Barbados, 2144 Wyoming Ave., N.W., Washington, D.C. 20008 (202/939-9200), or Consulate General in New York (212/867-8435).

BELARUS - *Passport and visa required. Visa requires 1 application form, 1 photo, original letter of invitation from a citizen of Belarus (for visitor's visa) or a Belarusian organization, company or agency (for business visa). Tourist visa (for stay up to 30 days) requires 1 application form, 1 photo, and confirmation from receiving tourist organization in Belarus. The visa processing fee is \$50 for 5 working days, and \$100 for next day processing. Transit visa is required when traveling through Belarus (\$50). All foreigners visiting Belarus for more than 2 days must register their passports with the local law enforcement authorities. For information about student visas and other questions, contact the Embassy of the Republic of Belarus, 1619 New Hampshire Ave., N.W., Washington, D.C. 20009 (202/986-1606), Consulate General, 708 3rd Ave., 21st Floor, New York, NY 10017 (212/682-5392).

BELGIUM - *Passport required. Visa not required for business/tourist stay up to 90 days. Temporary residence permit required for longer stays. For residence authorization, consult Embassy of Belgium, 3330 Garfield St., N.W., Washington, D.C. 20008 (202/333-6900), or nearest Consulate General: Los Angeles (323/857-1244), Atlanta (404/659-2150), Chicago (312/263-6624), or New York (212/586-5110).

BELIZE - *Passport, return/onward ticket and sufficient funds (at least \$50 per night) required. Visa not required for stay up to 30 days. If visit exceeds 1 month, a stay permit must be obtained from the Immigration Authorities in Belize. AIDS test required for those staying more than 3 months; U.S. test accepted if within 3 months of visit. For longer stays and other information contact Embassy of Belize, 2535 Massachusetts Ave., N.W., Washington, D.C. 20008 (202/332-9636) or the Belize Mission in New York at (212/599-0233).

BENIN - *Passport and visa required. Entry/transit visa for stay up to 90 days, requires \$20 fee (money orders only), 3 application forms, 3 photos, vaccination certificates for yellow fever and cholera, proof of return/onward transportation (guarantee from travel agency or photocopy of round trip ticket) and letter of guarantee from employer. Send prepaid envelope for return of passport by certified or express mail. Apply at Embassy of the Republic of Benin, 2737 Cathedral Ave., N.W., Washington, D.C. 20008 (202/232-6656/7/8).

BERMUDA - Passport (or proof of U.S. citizenship with photo ID) and onward/return ticket required for tourist stay up to 3 months. Departure tax of \$10 is paid at airport. For further information consult British Embassy (202/588-7800).

BHUTAN - *Passport and visa required. Visa requires \$20 fee, 1 application, 1 photo and onward/return ticket. Tourist visas arranged by travel agency (valid for 15 days) and issued at entry checkpoints in Bhutan. Apply 2 months in advance. Yellow fever vaccination recommended. For further information contact the Bhutan Mission to the U.N., 2 United Nations Plaza, 27th Floor, New York, NY 10017 (212/826-1919) or the Bhutan Travel Service, 120 E 56th Street, Suite 1130, New York, NY 10022 (1-800/950-9908 or 212/838-6382).

BOLIVIA - *Passport required. Visa not required for tourist stay up to 30 days. Tourist cards issued upon arrival in Bolivia. A "Defined Purpose Visa" for adoptions, business, or other travel requires 1 application form, 1 photo, and \$85 fee and company letter explaining purpose of trip. Send SASE for

return of passport by mail. For more information contact Embassy of Bolivia (Consular Section), 3014 Mass. Ave., N.W., Washington, D.C. 20008 (202/232-4827 or 4828), or nearest Consulate General: Miami (305/358-3450), New York (212/687-0530), or San Francisco (415/495-5173).

BOSNIA AND HERZEGOVINA - *Passport required. Visa issued by local hotel or police station. Visa must be renewed every 3 months during stay. For more information, contact the Consulate General, 866 U.N. Plaza, Suite 580, New York, NY 10017 (212/593-0264). Internet address: <http://www.bosnianembassy.org>

BOTSWANA - *Passport, onward/return ticket, and proof of sufficient funds required. Visa not required for U.S. citizens staying no more than 90 days. For further information contact Embassy of the Republic of Botswana, 1531 New Hampshire Ave., N.W., Washington, D.C. 20036 (202/244-4990) or nearest Honorary Consulate: Los Angeles (213/626-8484) or Houston (713/680-1155).

BRAZIL - *Passport and visa required. Tourist visas are issued within 24 hours if submitted in person by the applicant. Visas valid for multiple entries within 5 years from date of first entry for a stay up to 90 days (renewable for the same length of stay by the Federal Police in Brazil), requires 1 application form, 1 passport size photo, proof of onward/return transportation, and yellow fever vaccination if arriving from infected area. There is a processing fee of \$45 for tourist visas (money order only). There is a \$10 service fee for applications sent by mail, or by anyone other than applicant. Provide SASE for return of passport by mail. For travel with minor (under age 18) or business visa contact Brazilian Embassy (Consular Section), 3009 Whitehaven St., N.W., Washington, D.C. 20008 (202/238-2828) or nearest Consulate: CA (223/651-2664 or 415/981-8170), FL (305/285-6200), IL (312/464-0244), MA (617/542-4000), NY (212/827-0976) or TX (713/961-3063). Internet address: <http://www.brasilemb.org>

BRUNEI - *Passport and onward/return ticket required. Visa not required for tourist/business stay up to 90 days. Yellow fever vaccination needed if arriving from infected area. For more information, contact Embassy of the State of Brunei Darussalam, Suite 300, 2600 Virginia Ave., N.W., Washington, D.C. 20037 (202/342-0159) or Brunei Permanent Mission to the U.N., 866 United Nations Plaza, Rm. 248, New York, NY 10017 (212/838-1600).

BULGARIA - *Passport required. Visa not required for a stay of up to 30 days. Border tax (\$20 U.S.) must be paid when entering Bulgaria. For persons staying over 30 days, and holders of diplomatic and official passport, a visa is required and must be obtained in advance. Business travelers must provide an invitation from a business partner in Bulgaria or a letter from their company in the US. AIDS test may be required for those staying more than 1 month. For more information, contact the Consular Section of the Embassy of the Republic of Bulgaria, 1621 22nd St., N.W., Washington, D.C. 20008 (202/387-7969) or the Bulgarian Consulate in New York at (212/935-4646).

BURKINA FASO - *Passport and visa required. Single-entry or multiple-entry visa valid 3 months for visit up to 3 months, extendible once in Burkina Faso, requires \$25 fee, 2 application forms, 2 photos and yellow fever vaccination (cholera immunization recommended). Send passport by registered mail and include postage or prepaid envelope for return by mail. Payment accepted in certified check, company check, or money order only. For further information call Embassy of Burkina Faso, 2340 Mass. Ave., N.W., Washington, D.C. 20008 (202/332-5577) or Honorary Consulate in Decatur, GA (404/378-7278), Los Angeles, CA (310/575-5555) or New Orleans, LA (504/945-3152).

BURMA (Myanmar) - *Passport and visa required. Single-entry tourist visas, for stay up to 28 days, requires \$18 fee, 2 application forms, 3 photos and itinerary (valid for 3 months). Tourists visas are issued for package or group tours as well as Foreign Independent Travelers (FITs). FITs over the age of 12 years holding tourist visas must exchange a minimum of \$300 (U.S.) upon arrival. Overland travel into and out of Myanmar is only permitted at certain points (check with Embassy). Enclose prepaid envelope for return of passport by express mail. Allow 2 to 4 working days for processing. For business visas and further information contact the Burmese Embassy (Embassy of the Union of Myanmar), 2300 S St., N.W., Washington, D.C. 20008 (202/332-9044 or 9045) or the Myanmar Consulate General Office, 10 East 77th St., New York, NY 10021 (212/535-1310).

BURUNDI - *Passport and visa required. Obtain visa before arrival to avoid long airport delay. Multiple-entry visa valid for 2 months (must be used within 2 months of date of issue) requires \$80 fee, 3 application forms, 3 photos, yellow fever and cholera immunizations, return/onward ticket, and detailed itinerary from airline or travel agent. Company letter needed for business travel. Send U.S. postal money order or cash and SASE for return of passport by mail. For further information consult Embassy of the Republic of Burundi, Suite 212, 2233 Wisconsin Ave., N.W., Washington, D.C. 20007 (202/342-2574) or Permanent Mission of Burundi to the U.N. (212/499-0001 thru 0006).

CAMBODIA (formerly Kampuchea) - *Passport and visa required. Visa valid for a 30 day stay. Visa requires 3 photos, 3 application forms, and \$20 (tourist) or \$25 (business) fee. For further information consult the Royal Embassy of Cambodia, 4500 16th Street, N.W., Washington D.C. 20011 (202/726-7742). Internet address: <http://www.embassy.org/cambodia>

CAMEROON - *Passport and visa required. Obtain visa before arrival. Multiple-entry tourist visa for stay up to 3 months, requires \$65.22 fee (money orders only), 2 application forms, 2 photos, yellow fever and cholera immunizations, proof of onward/return transportation and bank statement. If invited by family or friends, visa available for up to 3 months, may be extended 1 month. Authorities in Cameroon must sign invitation. Multiple-entry business visa, valid 12 months, requires company letter to guarantee financial and legal responsibility; include exact dates of travel. Enclose prepaid envelope for return of passport by registered, certified or express mail. For additional information contact Embassy of the Republic of Cameroon, 2349 Mass. Ave., N.W., Washington, D.C. 20008 (202/265-8790 to 8794).

CANADA - Passport or proof of U.S. citizenship and photo ID required. Minors (under 16) traveling alone or in someone else's custody, must present written authorization signed before a notary from the parent(s) or guardian. Visa not required for U.S. citizens entering from the U.S. for a stay up to 180 days. Anyone with a criminal record (including a DWI charge) should contact the Canadian Embassy or nearest Consulate General before travel. U.S. citizens entering Canada from a third country must have a valid passport. For student or business travel, check with the Canadian Embassy, 501 Pennsylvania Ave., N.W., Washington, D.C. 20001 (202/682-1740) or nearest Consulate General: CA (213/346-2700), MI (313/567-2085), NY (212/596-1700 or 716/858-9501), or WA (206/443-1777).

CAPE VERDE - *Passport and visa required. Single-entry tourist visa (must be used within 120 days of issue), requires \$11 fee, 1 application form, 1 photo, and yellow fever immunization if arriving from infected area. Include SASE for return of passport by mail. For further information contact the Embassy of the Republic of Cape Verde, 3415 Mass. Ave., N.W., Washington, D.C. 20007 (202/965-6820) or Consulate General, 535 Boylston St., 2nd Floor, Boston, MA 02116 (617/353-0014). Internet address: <http://www.capeverdeusembassy.org>

CAYMAN ISLANDS - (See West Indies, British.)

CENTRAL AFRICAN REPUBLIC - *Passport and visa required. Visa must be obtained before arrival. Visa requires 2 application forms, 2 photographs, proof of onward or return ticket, yellow fever immunization, and \$60 (Stay of less than 89 days) or \$150 (over 90 days) fee (no personal checks). Company letter needed for business visa. For further information contact Embassy of Central African Republic, 1618 22nd St., N.W., Washington, D.C. 20008 (202/483-7800).

CHAD - *Passport and visa required. Tourist/business for a stay up to 30 days (extendible), requires \$25 fee (no personal checks), yellow fever immunization, 3 application forms and 3 photos. Visa must be used within 2 months of issuance. For business visa need company letter stating purpose of trip. Send prepaid (express or certified/register mail) envelope for return of passport. Apply Embassy of the Republic of Chad, 2002 R St., N.W., Washington, D.C. 20009 (202/462-4009), and check specific requirements.

CHILE - *Passport required. Visa not required for stay up to 3 months, may be extended. Entry fee of \$45 (U.S.) charged at airport. For other information consult Embassy of Chile, 1732 Mass. Ave., N.W., Washington, D.C. 20036 (202/785-1746 exts. 104 or 110) or nearest Consulate General: CA (310/785-0113 and 415/982-7662), FL (305/373-8623), IL (312/654-8780), PA (215/829-9520), NY

(212/355-0612), TX (713/621-5853) or PR (787/725-6365).

CHINA, PEOPLE'S REPUBLIC OF - *Passport and visa required. Transit visa required for any stop (even if you do not exit the plane or train) in China. Business travelers are required to obtain formal invitation from Chinese business contact. Tourist visas are issued only after receipt of a confirmation letter from a Chinese tour agency or letter of invitation from a relative in China. Single-entry visa requires \$30 + \$20 processing fee (no personal checks), 1 tourist visa application form, and 1 photo. Allow at least 5 business days processing time. Medical examination required for those staying 1 year or longer. AIDS test required for those staying more than 6 months. For longer stays and more detailed information, contact the Visa Section of the Chinese Embassy, 2201 Wisconsin Avenue, N.W., Washington, D.C. 20007 (202/338-6688) or nearest Consulate General: Chicago (312/803-0098), Houston (713/524-4311), Los Angeles (213/807-8018), New York (212/330-7409) or San Francisco (415/563-4857). Internet address: <http://www.china-embassy.org>

COLOMBIA - *Passport and proof of onward/return ticket required for tourist stay up to 30 days. For information about longer stays or business travel contact the Colombian Consulate, 1875 Conn. Ave., N.W., Suite 218, Washington, D.C. 20009 (202/332-7476) or nearest Consulate General: CA (213/380-7915), FL (305/871-7485), GA (770/951-7025), IL (312/263-2772), LA (504/581-6800), NY (212/509-3066), or TX (713/266-0484). Internet address: <http://www.colombiaemb.org>

COMOROS ISLANDS - *Passport and onward/return ticket required. Visa for up to 3 weeks (extendible) issued at airport upon arrival. Anti-malarial suppressants suggested. For further information consult Embassy of the Federal and Islamic Republic of Comoros, 336 East 45th St., 2nd Floor, New York, NY 10017 (212/972-8010).

CONGO, DEMOCRATIC REPUBLIC OF THE (formerly Zaire) - *Passport and visa required. Visa must be obtained before arrival. Tourist/business visa, valid 1 to 3 months depending on fee, requires 2 photos, 2 application forms, yellow fever immunization, and onward/return ticket. Business visa also requires company letter accepting financial responsibility for traveler. Single-entry visa \$75; double-entry \$120. No personal checks, send money order and enclose SASE for return of passport by mail. Apply Embassy of the Democratic Republic of the Congo, 1800 New Hampshire Ave., N.W., Washington, D.C. 20009 (202/234-7690/1) or Permanent Mission to the U.N., 747 Third Ave., New York, NY 10017.

CONGO, REPUBLIC OF THE - *Passport and visa required. Tourist/business visa for a stay up to 3 months, requires 2 application forms, 2 photos, yellow fever and cholera immunizations, onward/return ticket and \$70 fee. For business visa must have company letter stating reason for trip, 2 applications, and 2 photos required. If applying by mail, include prepaid FedEx or Express mail envelope for return of passport. Apply Embassy of the Republic of the Congo, 4891 Colorado Ave., N.W., Washington, D.C. 20011 (202/726-5500) or the Permanent Mission of the Congo to the UN, 14 East 65th St. New York, NY 10021 (212/744-7840).

COOK ISLANDS - *Passport, proof of sufficient funds, and onward/return ticket required. Visa not needed for visit up to 31 days. For longer stays and further information contact Consulate for the Cook Islands, Kamehameha Schools, #16, Kapalama Heights, Honolulu, HI 96817 (808/847-6377).

COSTA RICA - Passport or original U.S. birth certificate and photo ID required. (Persons under the age of 16 must use a valid passport to enter Costa Rica.) Tourist card issued upon arrival at airport upon presentation of aforementioned documents for approximately \$10. U.S. citizens must have onward/return ticket. For stays over 90 days, you must apply for an extension (within the first week of visit) with Costa Rican Immigration and, after 90 days, obtain exit visa and possess a valid U.S. passport. For travel with pets and other information contact the Consular Section of the Embassy of Costa Rica, 2112 S St. N.W., Washington, D.C. 20008 (202/328-6628) or nearest Consulate General: CA (415/392-8488), GA (404/951-7025), FL (305/371-7485), IL (312/263-2772), LA (504/887-8131), NY (212/425-2620) or TX (713/266-1527).

COTE D'IVOIRE (formerly Ivory Coast) - *Passport required. Visa not required for stay up to 90 days.

Visa \$33, requires 2 application forms, 2 photos, yellow fever vaccination, onward/return ticket and financial guarantee. Include postage for return of passport by registered mail. For further information contact Embassy of the Republic of Cote D'Ivoire, 2424 Mass. Ave., N.W., Washington, D.C. 20008 (202/797-0300) or Honorary Consulate: CA (415/391-0176).

CROATIA - *Passport required. Visa not required for tourist/business stay up to 3 months. For stays over 3 months, a visa is required and should be obtained in advance. For additional information, consult the Embassy of Croatia, 2343 Massachusetts Ave., N.W., Washington, D.C. 20008 (202/588-5906), or the nearest Consulate General in Los Angeles, CA (310/477-1009), Cleveland, OH (440/951-4246), or New York, NY (212/599-3066). Internet address: <http://www.croatiaemb.org>

CUBA - *Passport and visa required. Tourist visa \$26, business visa \$50, valid up to 90 days, requires 1 application and 1 photo. Send money order only and SASE for return of passport. Apply Cuban Interests Section, 2639 16th Street, N.W., Washington, D.C. 20009 (202/797-8518 or 797-8609 (Spanish)). AIDS test required for those staying longer than 90 days. **Attention:** U.S. citizens need a Treasury Dept. license in order to engage in any transactions related to travel to and within Cuba. Before planning any travel to Cuba, U.S. citizens should contact the Licensing Division, Office of Foreign Assets Control, Department of the Treasury, 1331 G St., N.W., Washington, D.C. 20220 (202/622-2480).

CURACAO - (See Netherlands Antilles.)

CYPRUS - *Passport and roundtrip ticket required. Visa not required for tourist/business stay up to 3 months. For employment and other travel, employment permit required and must be obtained in advance. AIDS test required for certain entertainers; U.S. test accepted. For additional information consult Embassy of the Republic of Cyprus, 2211 R St., N.W., Washington, D.C. 20008 (202/462-5772) or the Consulate General in New York (212/686-6016) or the nearest Honorary Consulate: AR (602/264-9701), CA (310/397-0771, 510/547-5689), FL (904/953-2802), GA (770/941-3764), IL (847/296-0064), IN (219/481-6897), LA (225/388-8701), MA (617/497-0219), MI (313/582-1411), OR (503/248-0500), PA (215/728-6980), TX (713/928-2264), VA (757/481-3583), or WA (425/827-1700).

CZECH REPUBLIC - *Passport required. Visa not required for stay up to 30 days. For longer stays, U.S. citizens have to apply for the visa at any Czech Immigration Police Office for a stay up to 6 months. Each visitor may be requested to provide proof of sufficient funds/approx. \$20.00 per day or \$265.00 for a stay longer than 10 days/or documents confirming all expenses are prepaid, or invitation, verified by Czech Immigration Police. For more information contact Embassy of the Czech Republic, 3900 Spring of Freedom Street, N.W., Washington, D.C. 20008 (202/274-9123) or the nearest Consulate General: Los Angeles, CA (310/473-0889) or New York, NY (212/717-5643). Internet address: <http://www.czech.cz/washington>

DENMARK (including **GREENLAND**) - *Passport required. Visa not required for a stay up to 90 days. Period begins when entering Nordic area: Finland, Iceland, Norway, and Sweden. Special rules apply for entry into the U.S.-operated defense area in Greenland. For further information contact the Royal Danish Embassy, 3200 Whitehaven St., N.W., Washington, D.C. 20008 (202/234-4300) or nearest Consulate General: CA (310/443-2090), Chicago (312/787-8780) or New York (212/223-4545). Internet address: <http://www.denmarkemb.org>

DJIBOUTI - *Passport and visa required. Visas must be obtained before arrival. Single-entry visa valid for 30 days, extendible, requires \$30 fee, 2 application forms, 2 photos, yellow fever immunization, onward/return ticket, and sufficient funds. Letter from current employer needed for business visa. Send prepaid envelope for return of passport by registered, certified, or express mail. Apply Embassy of the Republic of Djibouti, 1156 15th St., N.W., Suite 515, Washington, D.C. 20005 (202/331-0270) or the Djibouti Mission to the U.N., 866 United Nations Plaza, Suite 4011, New York, NY 10017 (212/753-3163).

DOMINICA - Proof of U.S. citizenship, photo ID and return/onward ticket required for tourist stay of up to 6 months. For longer stays and other information, consult Consulate of the Commonwealth of Dominica, 820 2nd Ave., Suite 900, New York, NY 10017 (212/599-8478).

DOMINICAN REPUBLIC - *Passport and tourist card required. Tourist card for stay up to 2 months, available from Consulate or from airline serving the Dominican Republic, \$10 fee (extendible \$25 fee). All persons must pay \$10 airport departure fee. AIDS test required for residence permit. U.S. test not accepted. For business travel and other information call the Embassy of the Dominican Republic, 1715 22nd St., N.W., Washington, D.C. 20008 (202/332-6280) or nearest Consulate General: CA (415/982-5144), FL (305/358-3220), IL (312/486-8400), LA (504/522-1843), MA (617/482-8121), NY (212/768-2480), PA (215/923-3006), PR (787/833-4756), or TX (713/266-0165).

ECUADOR (including the **Galapagos Islands**) - *Passport required. Visa not required for a stay of up to 90 days. For information concerning longer stays or other types of travel contact the Embassy of Ecuador, 2535 15th St., N.W., Washington, D.C. 20009 (202/234-7166) or nearest Consulate General: CA (323/658-6020 or 415/957-5921/22), FL (305/539-8214/15), IL (312/329-0266), LA (504/523-3229), MA (617/738-9465/68), MI (248-332-7356), NJ (201/985-2959/60), NY (212/808-0211/12), or TX (713/572-8731).

EGYPT - *Passport and visa required. Tourist visa, valid 1 month, requires \$15 fee (cash or money order), 1 application form, and 1 photo. Enclose prepaid envelope for return of passport by certified mail. Proof of yellow fever immunization required if arriving from infected area. AIDS test required for workers and students staying over 30 days. Register with local authorities or at hotel within 7 days of arrival. For additional information consult Embassy of the Arab Republic of Egypt, 3521 International Court, N.W., Washington, D.C. 20008 (202/895-5400) or nearest Consulate General: CA (415/346-9700), IL (312/828-9162), NY (212/759-7120), or TX (713/961-4915). Internet address: <http://www.interoz.com/egypt>

EL SALVADOR - *Passport and visa required. (Length of validity of visa will be determined by Consulate.) Visa requires 1 application form, 2 photo, and flight itinerary. Allow 1 working day for processing. Send SASE for return of passport by mail. (Tourist cards issued at airport for emergencies or last minute travel.) AIDS test required for permanent residence permit. U.S. test not accepted. Apply Consulate General of El Salvador, 1424 16th St., N.W., Suite 200, Washington, D.C. 20036 (202/331-4032) or nearest Consulate: CA (213/383-5776, 415/781-7924 or 714/542-3250), FL (305/371-8850), LA (504/522-4266), MA (617/577-9111), NY (212/889-3608) or TX (713/270-6239 or 214/637-1018).

ENGLAND - (See United Kingdom.)

EQUATORIAL GUINEA - *Passport, and proof of smallpox, yellow fever and cholera immunizations required for a stay of less than 90 days. Visas are not required, but U.S. citizens must submit 2 visa application forms, 2 photos, and proof of sufficient funds (declaring a minimum \$2,000 US) to enter Equatorial Guinea. For more details, and information about business visas and longer stays, contact the Embassy of the Republic of Equatorial Guinea, 57 Magnolia Avenue, Mount Vernon, NY 10553 (914/738-9584 or 914/667-6913).

ERITREA - *Passport, proof of onward/return ticket, and visa required. Tourist visa requires 1 application, 1 photo, \$25 fee (no personal checks), and proof of sufficient funds. Business visa requires company letter stating purpose of travel. Include SASE for return of passport by mail. Allow 3 working days for processing. For more information, contact the Embassy of Eritrea, 910 17th Street, N.W., Suite 400, Washington, D.C. 20009 (202/429-1991).

ESTONIA - *Passport required. Visas are not required for stays up to 90 days, but for longer stays, a residency permit is required. For further information, contact the Consulate General of Estonia, 600 Third Ave., 26th Floor, New York, NY 10016 (212/883-0636). Internet address: <http://www.estemb.org>

ETHIOPIA - *Passport and visa required. Tourist/business visa valid for stay up to 2 years, fee \$70 or transit visa for 72 hours, \$40 (money order only), requires 1 application, 1 photo and yellow fever immunization. Business visa requires company letter. Allow 3-4 working days for processing. Exit visas are required of all visitors remaining in Ethiopia for more than 30 days. For longer stays and other

information contact Embassy of Ethiopia, 2134 Kalorama Rd., N.W., Washington, D.C. 20008 (202/364-1200).

FIJI - *Passport, proof of sufficient funds and onward/return ticket required. Visa not required for stay up to 6 months. For further information contact Embassy of the Republic of the Fiji Islands, 2233 Wisconsin Ave., N.W., #240, Washington, D.C. 20007 (202/337-8320). E-mail: fijiemb@earthlink.net

FINLAND - *Passport required. Tourist/business visa not required for stay up to 90 days. (90 day period begins when entering Nordic area: Iceland, Denmark, Norway, and Sweden.) Check Embassy of Finland, 3301 Massachusetts Ave., N.W., Washington, D.C. 20008 (202/298-5800), or nearest Consulate General: Los Angeles (310/203-9903) or New York (212/750-4400). Internet address: <http://www.finland.org/index.html>

FORMER YUGOSLAV REPUBLIC OF MACEDONIA - *Passport and visa required. Tourist visa is issued at border points (no fee). For more information check with the Embassy of the Former Yugoslav Republic of Macedonia, 3050 K St., N.W., Suite 210, Washington, D.C. 20007 (202/337-3063) or the Consulate General, 866 United Nations Plaza, Suite 4018, New York, NY 10017 (212/317-1727).

FRANCE - *Passport required. Visa not required for tourist/business stay up to 90 days in France, Andorra, Monaco, and Corsica, and 1 month in French Polynesia. For further information, contact the Consulate General of France, 4101 Reservoir Rd., N.W., Washington, D.C. 20007 (202/944-6200) or nearest Consulate: CA (310/235-3200) or 415/397-4330), FL (305/372-9799), GA (404/522-4226), IL (312/787-5359), LA (504/523-5772), MA (617/542-7374), NY (212/606-3644) or TX (713/572-2799). Internet address: <http://www.info.france-usa.org>

FRENCH GUIANA - *Passport required. Visa not required for tourist/business stay up to 3 months. For further information, contact the Consulate General of France, 4101 Reservoir Rd., N.W., Washington, D.C. 20007 (202/944-6200). Internet address: <http://www.france-consulat.org>

FRENCH POLYNESIA - (Includes Society Islands, French Southern and Antarctic Lands, Tuamotu, Gambier, French Austral, Marquesas, Kerguelen, Crozet, New Caledonia, Tahiti, Wallis and Furtuna Islands.) *Passport required. Visa not required for visit of up to 1 month. For further information, contact the Consulate General of France (202/944-6200). Internet address: <http://www.france-consulat.org>

GABON - *Passport and visa required. Visa for a stay of up to 4 months, requires 2 application forms, 2 photos, letter from sponsor or hotel, yellow fever vaccination, and \$60 fee. Business visas require company letter. For longer stays and other information call Embassy of the Gabonese Republic, 2034 20th St., N.W., Washington, D.C. 20009 (202/797-1000) or the Permanent Mission of the Gabonese Republic to the UN, 18 East 41st St., 6th Floor, New York, NY 10017 (212/686-9720).

GALAPAGOS ISLANDS - (See Ecuador.)

GAMBIA - *Passport and visa required. Tourist/business visa for a stay up to 1 year, requires 1 application, 1 photo, and \$45 fee (money order only). For business visa, you also need company letter stating purpose of visit and itinerary. Allow at least 2 weeks for processing. Include prepaid envelope for return of passport by mail. Apply Embassy of the Gambia, 1155 15th St., N.W., Washington, D.C. 20005 (202/785-1399) or Permanent Mission of The Gambia to the U.N., 820 2nd Ave., 9th floor, New York, NY 10017 (212/949-6640). Internet address: <http://www.gambia.com>

GEORGIA - *Passport, visa and letter of invitation required. Visa requires 1 application, 1 photo, and processing fee (\$40-\$70). Please provide SASE or prepaid airbill for return of documents. For additional information, contact the Embassy of the Republic of Georgia, 1615 New Hampshire Ave., N.W., Suite 300, Washington, D.C. 20009 (202/393-6060).

GERMANY - *Passport required. Tourist/business visa not required for stay up to 90 days. For longer

stays (e.g. employment, students) obtain temporary residence permit upon arrival. Applicants for residence permits staying over 90 days may be asked to undergo a medical examination. Every foreign national entering Germany is required to provide proof of sufficient health insurance and funds. For further information contact the Embassy of the Federal Republic of Germany, 4645 Reservoir Rd., N.W., Washington, D.C. 20007 (202/298-8140) or nearest Consulate General: CA (415/775-1061, 213/930-2703), FL (305/358-0290), GA (404/659-4760), IL (312/580-1199), MA (617/536-4414), MI (313/962-6526), NY (212/610-9700), TX (713/627-7770), or WA (206/682-4312). Internet address: <http://www.germany-info.org>

GHANA - *Passport and visa required. Tourist visa required for stay up to 30 days (extendible). Visa requires 1 application form, 4 photos, photocopy of onward/return ticket, and yellow fever immunization. Single-entry visa requires \$20 fee, multiple-entry \$50 fee (payment by money order only - payable to Embassy of Ghana. Allow 3 working days for processing. Include prepaid envelope for return of passport by overnight mail. Departure tax \$15 paid at airport. For additional information contact Embassy of Ghana, 3512 International Drive, N.W., Washington, D.C. 20008 (202/686-4520) or Consulate General, 19 East 47th St., New York, NY 10017 (212/832-1300). Internet address: <http://www.undp.org/missions/ghana>

GIBRALTAR - *Passport required. Visa not required for tourist stay up to 90 days. For further information consult British Embassy (202/588-7800).

GILBERT ISLANDS - (See Kiribati.)

GREAT BRITAIN AND NORTHERN IRELAND - (See United Kingdom.)

GREECE - *Passport required. Visa not required for tourist/business stay up to 90 days. AIDS test required for intending to work in entertainment centers; U.S. test accepted. For additional information consult Consular Section of the Embassy of Greece, 2211 Mass. Ave., N.W., Washington, D.C. 20008 (202/939-5818) or nearest Consulate: CA (310/826-5555 or 415/775-2102/4), GA (404/261-3313), IL (312/335-3915 or 17), LA (504/523-1167), MA (617/543-0100), NY (212/988-5500) or TX (713/840-7522). Internet address: <http://www.greekembassy.org>

GREENLAND - (See Denmark.)

GRENADA - Passport is recommended, but tourists may enter with birth certificate and photo ID. Visa not required for tourist stay up to 3 months, may be extended to maximum of 6 months. For additional information consult Consulate General of Grenada, 1701 New Hampshire Ave., N.W., Washington, D.C. 20009 (202/265-2561) or Permanent Mission of Grenada to the U.N. (212/599-0301).

GUADELOUPE - (See West Indies, French.)

GUATEMALA - *Passport required, for a stay of up to 90 days. For travel by minors and general information contact the Embassy of Guatemala, 2220 R St., N.W., Washington, D.C. 20008-4081 (202/745-4952), or nearest Consulate: CA (213/365-9251 or 415/788-5651), FL (305/443-4828), IL (312/332-3170), NY (212/686-3837) or TX (713/953-9531). Internet address: <http://www.guatemala-embassy.org>

GUIANA, FRENCH - (See French Guiana.)

GUINEA - *Passport and visa required. Tourist/business visa for stay up to 6 months, requires 3 application forms, 3 photos, onward/return ticket, letter of purpose, yellow fever immunization and \$45 fee (cash or money order only). Malaria suppressants are recommended. For business visa need company letter stating purpose of trip and letter of invitation from company in Guinea. Provide SASE for return of passport by mail. For more information, contact the Embassy of the Republic of Guinea, 2112 Leroy Pl., N.W., Washington, D.C. 20008 (202/483-9420).

GUINEA-BISSAU - *Passport, onward/return ticket, and visa required. Visa must be obtained in

advance. Visa valid up to 90 days, requires 2 application forms, 2 photos, financial guarantee to cover stay, letter stating purpose of travel and \$45 fee (payment by money order only). Include prepaid envelope for return of passport by express mail. Apply Embassy of Guinea-Bissau, 1511 K Street, NW, Suite 519, Washington, D.C. 20005 (202/347-3950).

GUYANA - *Passport and onward/return ticket required. For more information consult Embassy of Guyana, 2490 Tracy Pl., N.W., Washington, D.C. 20008 (202/265-6900/03) or Consulate General, 866 U.N. Plaza, 3rd Floor, New York, NY 10017 (212/527-3215).

HAITI - *Passport required. Visa not required for tourist/business stay of up to 90 days. For further information consult Embassy of Haiti, 2311 Mass. Ave., N.W., Washington, D.C. 20008 (202/332-4090) or nearest Consulate: FL (305/859-2003), MA (617/266-3660), NY (212/697-9767), PR (809/764-1392), or IL (312/922-4004).

HOLY SEE, VATICAN CITY STATE - *Passport required for entry into Italy. (See entry requirements under "ITALY.") The Holy See/Vatican City State has no passport or visa requirements. Persons planning to enter the Vatican City State are dealt with on a case by case basis by their security forces. For further information consult Apostolic Nunciature, 3339 Mass. Ave., N.W., Washington, D.C. 20008 (202/333-7121).

HONDURAS - *Passport and onward/return ticket required. Visa not required for a stay of up to 90 days; holders of U.S. passports are issued a 30-day permit which can be renewed every 30 days for up to a maximum 90 day stay. Departure tax \$25 (U.S.). For additional information contact Embassy of Honduras (Consular Section), Suite 310, 1612 K Street., N.W., Washington, D.C. 20006 (202/223-0185), or nearest Consulate: CA (213/383-9244 and 415/392-0076), FL (305/447-8927), IL (773/522-3118), LA (504/522-3118), NY (212/269-3611) or TX (713/622-7911).

HONG KONG, SPECIAL ADMINISTRATIVE REGION - *Passport and onward/return transportation by sea/air required. Visa not required for tourist/business stay up to 90 days. Confirmed hotel and flight reservations recommended during peak travel months. Departure tax 100 Hong Kong dollars (approx. \$13 U.S.) paid at airport. Visa required for work or study. For other types of travel, consult the Visa Section of the Embassy of the People's Republic of China (202/338-6688). Internet address: <http://www.china-embassy.org>

HUNGARY - *Passport, onward/return ticket and proof of sufficient funds required. Visa not required for stay up to 90 days. For longer stays and employment, visas must be obtained before you travel. For more information check Embassy of the Republic of Hungary, 3910 Shoemaker Street, N.W., Washington, D.C. 20008 (202/362-6730), or the nearest Consulate General: New York (212/752-0661) or Los Angeles (310/473-9344). Internet address: <http://www.hungaryemb.org>

ICELAND - *Passport required. Visa not required for stay up to 90 days. Period begins when entering Nordic area: Denmark, Finland, Norway, and Sweden. For additional information call Embassy of Iceland, 1156 15th Street, N.W., Suite 1200, Washington, D.C. 20005 (202/265-6653-5), or Consulate General in New York (212/593-2700).

INDIA - *Passport and visa required. Tourist visas are available for up to 6 months for \$50, 1 year for \$70, or a 5 yr. visa for \$120 (given only on a limited basis). Visas require 1 application form, 2 photos, onward/return ticket, and proof of sufficient funds. Visa must be obtained before arrival. Business visa requires \$70 fee, 1 application form, 2 photos, and company letter stating purpose of trip and itinerary. Include prepaid envelope for return of passport by certified mail. Yellow fever immunization needed if arriving from infected area. AIDS test required for all students and anyone over 18 staying more than 1 year; U.S. test from well known lab accepted. Check requirements with Embassy of India, 2536 Mass. Ave., N.W., Washington, D.C. 20008 (202/939-9806/9839) or nearest Consulate General: Chicago (312/595-0405), Houston (713-626-2355), New York (212/774-0600) or San Francisco (415/668-0683). Internet address: <http://www.indiagov.org>

INDONESIA - *Passport and onward/return ticket required. Visa not required for tourist stay up to 2

months (non-extendible). For longer stays and additional information consult Embassy of the Republic of Indonesia, 2020 Mass. Ave., N.W., Washington, D.C. 20036 (202/775-5200) or nearest Consulate: CA (213/383-5126 or 415/474-9571), IL (312/345-9300), NY (212/879-0600) or TX (713/785-1691).

IRAN - *Passport and visa required. The United States does not maintain diplomatic or consular relations with Iran. Travel by U.S. citizens is not recommended. For visa information contact Embassy of Pakistan, Iranian Interests Section, 2209 Wisconsin Ave., N.W., Washington, D.C. 20007 (202/965-4990).

IRAQ - *Passport and visa required. Proof of an AIDS test required. The United States suspended diplomatic and consular operations in Iraq in 1990. Since February 1991, **U.S. passports are not valid** for travel in, to, or through Iraq without authorization from the Department of State. Application for exemptions to this restriction should be submitted in writing to Passport Services, Attn: CA/PPT/PAS, U.S. Department of State, 1111 19th St., N.W., Washington, D.C. 20524. **Attention:** U.S. citizens need a Treasury Dept. license in order to engage in any transactions related to travel to and within Iraq. Before planning any travel to Iraq, U.S. citizens should contact the Licensing Division, Office of Foreign Assets Control, Department of the Treasury, 1331 G St., N.W., Washington, D.C. 20220 (202/622-2480). For more visa information, contact the Iraqi Interests Section, 1801 P Street, N.W., Washington, D.C. 20036 (202-483-7500).

IRELAND - *Passport required. Tourists are not required to obtain visas for stays less than 90 days, but may be asked to show onward/return ticket. For further information consult Embassy of Ireland, 2234 Mass. Ave., N.W., Washington, D.C. 20008 (202/462-3939) or nearest Consulate General: CA (415/392-4214), IL (312/337-1868), MA (617/267-9330) or NY (212/319-2555). Internet address: <http://www.irelandem.org>

ISRAEL - *Passport, onward/return ticket and proof of sufficient funds required. Notarized consent from parent(s) required for children traveling alone, with one parent, or in someone else's custody. Consult Consular Section of the Embassy of Israel, 3514 International Dr., N.W., Washington, D.C. 20008 (202/364-5527) or nearest Consulate General: CA (213/852-5500 and 415/398-8885), FL (305/358-8111), GA (404/875-7851), IL (312/565-3300), MA (617/542-0041), NY (212/499-5300), PA (215/546-5556) or TX (713/627-3780). Internet address: <http://www.israelemb.org>

ITALY - *Passport required. Visa not required for tourist or business stays up to 90 days. For longer stays, employment, or study obtain visa in advance. For additional information consult Embassy of Italy, 1601 Fuller St., N.W., Washington, D.C. 20009 (202/328-5500) or nearest Consulate General: CA (310/820-0622 or 415/931-4924), FL (305/374-6322), TX (713/850-7520), IL (312/467-1550), MA (617/542-0483/4), MI (313/963-8560), NY (212/737-9100), PA (215/592-7329) or TX (713/850-7520). Internet address: <http://www.italyemb.org>

IVORY COAST - (See Cote d'Ivoire.)

JAMAICA - Passport or original birth certificate and valid driver's license/non-driver's ID (issued by the motor vehicle authority), onward or return ticket and proof of sufficient funds required. For business or study, visa must be obtained in advance, \$45 fee. Departure tax \$22 (paid at airport). Check information with Embassy of Jamaica, 1520 New Hampshire Ave., N.W., Washington, D.C. 20036 (202/452-0660) or nearest Consulate: CA (310/559-3822 or 510/266-0072), FL (305/374-8431), IL (312/663-0023), NY (212/935-9000), MA (617/266-8604), or WA (206/872-8950).

JAPAN - *Passport and onward/return ticket required. Visa not required for tourist/business stay up to 90 days. Passenger service facilities charge \$20-\$26 (2,040-2,650 yen) paid at airport. For specific information consult Embassy of Japan, 2520 Mass. Ave., N.W., Washington, D.C. 20008 (202/238-6800) or nearest Consulate: AK (907/279-8428), CA (213/617-6700 or 415/777-3533), FL (305/530-9090), GA (404/892-2700), Guam (671/646-1290), HI (808/536-2226), IL (312/280-0400), LA (504/529-2101), MA (617/973-9772), MI (313/567-0120), MO (816/471-0111), NY (212/371-8222), OR (503/221-1811), CNMI (670/234-7201), TX (713/652-2977) or WA (206/682-9107). Internet address: <http://www.embjapan.org>

JORDAN - *Passport and visa required. Visa requires 1 application form and \$44 fee (money order only). For a business visa, you also need a company letter stating purpose of your trip. If applying by mail, enclose a self-addressed prepaid airway bill or check payable to Federal Express for return of passport. For details, consult the Embassy of the Hashemite Kingdom of Jordan, 3504 International Dr., N.W., Washington, D.C. 20008 (202/966-2664). Internet address: <http://www.jordanembassyus.org>

KAZAKHSTAN - *Passport, onward/return ticket and visa required. Visa requires 1 application, 1 photo. Tourist visa requires a letter of invitation from Kazakhstan's tourist agency with confirmation from the Ministry of Foreign Affairs. Persons staying with relatives or friends require an invitation for temporary visit from local police. Requirements for business travel include confirmation from inviting organization with confirmation from the Ministry of Foreign Affairs. Cost of visa depends on duration of stay. Fees must be paid by money order, cashier's check, or traveler's cheque. Visa processing depends on length of stay and processing time. AIDS test required for anyone staying more than 3 months. Foreigners staying longer than 3 days must register with the police. For additional information contact the Embassy of the Republic of Kazakhstan, 1401 16th Street, N.W., Washington, D.C. 20036 (202/232-5488) or their Consulate, 866 UN Plaza, Suite 586 A, New York, NY 10017 (212/888-3024).

KENYA - *Passport and onward/return ticket required. Visa is not required for stays less than 30 days. For longer stays, obtain visa either beforehand or at point of entry. Tourist visas require 1 application form, 2 photos, onward/return ticket and \$50 fee (money order or cashier's check only). Multiple-entry business visa valid for up to 6 months, \$50 fee (money order or cashier's check only). Yellow fever immunization is recommended. Anti-malarial pills are recommended for those traveling to the western or coastal regions. Airport departure tax is \$20. Consult the Embassy of Kenya, 2249 R St., N.W., Washington, D.C. 20008 (202/387-6101) or Consulate General: Los Angeles (310/274-6635) or New York (212/486-1300).

KIRIBATI (formerly Gilbert Islands) - *Passport, onward/return ticket, proof of sufficient funds, and visa required. Visa requires 1 application form, 2 photos, and \$57.75 fee (for single-entry visa). For additional information consult the Embassy of Fiji (202/337-8320).

KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF (North Korea) - *Passport and visa required. **Attention:** U.S. citizens need a Treasury Dept. license in order to engage in any transactions related to travel to and within North Korea. Before planning any travel to North Korea, U.S. citizens should contact the Licensing Division, Office of Foreign Assets Control, Department of the Treasury, 1331 G St., N.W., Washington, D.C. 20220 (202/622-2480). The United States currently does not maintain diplomatic or consular relations with North Korea. Visa information must be obtained from a consulate in a country that maintains diplomatic relations with North Korea.

KOREA, REPUBLIC OF (South Korea) - *Passport and onward/return ticket required. Visa not required for a tourist stay up to 30 days. For longer stays and other types of travel, visa must be obtained in advance, \$45 fee. Tourist visa requires passport, 1 application form, and 1 photo. Business visa requires 1 application form, 1 photo and company letter. Fine imposed for overstaying visa and for long-term visa holders not registered within 60 days after entry. If applying by mail, enclose SASE or prepaid airbill. Vaccination certificate required if coming from infected area within 14 days of arrival in Korea. For further information check Embassy of the Republic of Korea, (Consular Division), 2320 Massachusetts Ave., N.W., Washington, D.C. 20008 (202/939-5663 or 60) or nearest Consulate General: CA (213/385-9300 and 415/921-2251/3), FL (305/372-1555), GA (404/522-1611/3), Guam (671/472-6488), HI (808/595-6109), IL (312/822-9485), MA (617/348-3660), NY (212/752-1700), TX (713/961-0186) or WA (206/441-1011/4).

KUWAIT - *Passport and visa required. Business visa requires 2 application forms, 2 photos, a business letter, and \$24 fee. Transit visa, valid for up to 72 hours, requires copy of onward/return ticket, visa for next destination (if applicable), \$8 fee. AIDS test required for work visa; U.S. test accepted. For further information contact the Embassy of the State of Kuwait, 2940 Tilden St., N.W., Washington, D.C. 20008 (202/966-0702) or Consulate, 321 East 44th St., New York, NY 10017 (212/973-4318). Internet address: <http://www.kuwait-info.org>

KYRGYZ REPUBLIC (Kyrgyzstan) - *Passport and visa required.

Visa requires 1 application form, 1 photo, detailed letter of invitation and appropriate fee. (Visa and processing fees vary depending upon duration of stay and processing time requested.) Include SASE for return of passport by mail (or proper fee for express mail service). For additional information and fees, contact the Embassy of the Kyrgyz Republic, 1732 Wisconsin Ave., N.W., Washington, D.C. 20007 (202/338-5143).

LAOS - *Passport and visa required. Visa requires \$35 fee, 2 application forms, 3 photos, onward/return transportation, sufficient funds, and SASE for return of passport by mail. Transit visas for stay up to 5 days requires onward/return ticket and visa for next destination. Period of stay: maximum 5 days in Vientiane only. Visitor visas are issued for 1 entry and must be used within 2 months of issue date. Period of stay: 1 month, can be extended for another 30 days (visitor visa application must be accompanied by letter from relative or friends in Laos). Tourist visas are issued only to those who apply through a tourist agency. Period of stay: 15 days, which may be extended for another 15 days. Business visa requires letter from counterpart in Laos and is valid for 1 entry and must be used within 2 months of issue date. Period of stay: 1 month, can be extended for another 1 month. For more information, check with the Consular Section of the Embassy of the Lao People's Democratic Republic, 2222 S St., N.W., Washington, D.C. 20008 (202/667-0076). Internet address: <http://www.laoembassy.com>

LATVIA - *Passport required. Visa not required for a stay up to 90 days in a calendar year. For further information contact Embassy of Latvia, 4325 17th St., N.W., Washington, D.C. 20011 (202/726-8213). Internet address: <http://www.latvia-usa.org>

LEBANON - *Passport and visa required. Visa requires 1 application form, 2 photos, and cover letter detailing length of stay. Single entry visa, \$20 (stay cannot exceed 3 months) multiple entry visa \$40 (stay cannot exceed 6 months). Business visa requires company letter stating purpose of travel. AIDS test required for those seeking residence permits; U.S. test is accepted. Minors need authorization from both parents (a notarized parental consent form/letter) to enter Lebanon. For further visa information contact Embassy of Lebanon, 2560 28th St., N.W., Washington, D.C. 20008 (202/939-6300) or nearest Consulate General: Los Angeles (213/467-1253), Detroit (313/567-0233), or New York (212/744-7905). Internet address: <http://www.erols.com/lebanon>

LEEWARD ISLANDS - (See Virgin Islands, British.)

LESOTHO - *Passport, onward/return ticket, and proof of sufficient funds required. For more information, check with the Embassy of the Kingdom of Lesotho, 2511 Mass. Ave., N.W., Washington, D.C. 20008 (202/797-5533).

LIBERIA - *Passport and visa required. Travelers must obtain visas before arrival. Tourist/business entry visa valid 3 months, \$45 fee, requires 2 application forms, 2 photos, onward/return ticket, proof of sufficient funds, cholera, tetanus, yellow fever vaccinations, and medical certificate to confirm that traveler is in good health and free of any communicable disease. Company letter needed for business visa. Include SASE for return of passport by mail. Obtain exit permit from immigration authorities upon arrival, 1 photo required. For other requirements call the Embassy of the Republic of Liberia, 5303 Colorado Ave., N.W., Washington, D.C. 20011 (202/723-0437) or nearest Consulate: CA (213/277-7692), GA (404/753-4754), IL (312/643-8635), LA (504/523-7784), MI (313/342-3900) or NY (212/687-1025).

LIBYA - *Passport and visa required. AIDS test required for those seeking residence permits; U.S. test accepted. Since December 1981, **U.S. passports are not valid** for travel in, to, or through Libya without authorization from the Department of State. Application for exemptions to this restriction should be submitted in writing to Passport Services, U.S. Department of State, 1111 19th St., N.W., Washington, D.C. 20524, Attn.: CA/PPT/PAS. **Attention:** U.S. citizens need a Treasury Dept. license in order to engage in any transactions related to travel to and within Libya. Before planning any travel to Libya, U.S. citizens should contact the Licensing Division, Office of Foreign Assets Control, Department of the

Treasury, 1331 G St., N.W., Washington, D.C. 20220 (202/622-2480). Application and inquiries for visas must be made through a country that maintains diplomatic relations with Libya.

LIECHTENSTEIN - *Passport required. Visa not required for tourist/business stay up to 90 days. For further information, contact the Embassy of Switzerland, 2900 Cathedral Ave., N.W., Washington, D.C. 20008 (202/745-7900) or the nearest Consulate General: CA (310/575-1145 or 415/788-2272), GA (404/870-2000), IL (312/915-0061), NY (212/599-5700), or TX (713/650-0000). Internet address: <http://www.swissemb.org>.

LITHUANIA - *Passport required. Visa not required for a stay up to 90 days. For further information contact Embassy of Lithuania, 2622 16th St., N.W., Washington, D.C. 20009 (202/234-5860) or Consulate General in New York, 420 Fifth Avenue, New York, NY 10018 (212/354-7849) or Chicago, 211 East Ontario Street, Suite 1500, Chicago, IL (312/397-0382).

LUXEMBOURG - *Passport required. Visa not required for tourist/business stay up to 90 days. For additional information contact Embassy of Luxembourg, 2200 Mass. Ave., N.W., Washington, D.C. 20008 (202/265-4171) or the nearest Consulate: San Francisco (415/788-0816) or New York (212/888-6664).

MACAU, SPECIAL ADMINISTRATIVE REGION - *Passport required. Visa not required for visits up to 60 days. For further information consult the Visa Section of the Chinese Embassy, 2201 Wisconsin Avenue, N.W., Washington, D.C. 20007 (202/338-6688) or the nearest Chinese Consulate General: Chicago (312/803-0098), Houston (713/524-4311), Los Angeles (213/807-8018), New York (212/330-7409) or San Francisco (415/563-4857), or the Macau Tourist Information Bureau, Suite 2R, 77 Seventh Avenue, New York, N.Y. 10011, tel: (212) 206-6828. Internet address: <http://www.macau.gov.mo>

MACEDONIA - (See Former Yugoslav Republic of Macedonia.)

MADAGASCAR - *Passport and visa required. Visa allows entry in Madagascar within 6 months from the date of issue. Short-term visas valid for single-entry up to 30 days, \$33.45; or double-entries, \$39.01 (no personal checks). Requires 1 application form, 1 photo, yellow fever, and cholera immunizations if arriving from infected areas, proof of onward/return transportation, and sufficient funds for stay. For business visa, the aforementioned is required including company letter. Include a prepaid envelope for return of passport by registered mail. For longer stays and additional information contact the Embassy of the Democratic Republic of Madagascar, 2374 Mass. Ave., N.W., Washington, D.C. 20008 (202/265-5525/6) or nearest Consulate: NY (212/986-9491), PA (215/893-3067) or CA (1-800/856-2721). Internet address: <http://www.embassy.org/madagascar>

MALAWI - *Passport required. Visa not required for stay up to 6 months. Exit fee \$20. For further information contact the Embassy of Malawi, 2408 Mass. Ave., N.W., Washington, D.C. 20008 (202/797-1007) or Malawi Mission to the U.N., 600 3rd Ave., New York, NY 10016 (212/949-0180).

MALAYSIA - *Passport required. Visa not required for stay up to 3 months. Yellow fever and cholera immunizations necessary if arriving from infected areas. Medical exam required for work permits. U.S. test sometimes accepted. For entry of pets or other types of visits, consult the Embassy of Malaysia, 2401 Mass. Ave., N.W., Washington, D.C. 20008 (202/328-2700) or nearest Consulate: Los Angeles (213/892-1238) or New York (212/490-2722). Internet address: <http://www.undp.org/missions/malaysia>

MALDIVES - *Passport required. Tourist visa issued upon arrival for 30 days validity, no charge (for stays longer than 30 days, you must apply at the immigration office in Maldives). Visitors must have proof of hotel reservations, onward/return transportation, and sufficient funds (minimum of \$25 per person per day). Cholera and yellow fever vaccination certificate is required for those arriving from infected areas. Check with the Maldives Mission to the U.N. in New York (212/599-6195) for further information.

MALI - *Passport and visa required. Visa must be obtained in advance. Tourist/business visa for stay up

to 1 month, may be extended after arrival, requires \$20 fee (cash or money order), 2 application forms, 2 photos, proof of onward/return transportation and yellow fever vaccination. (Cholera immunization is recommended.) For business travel, must have company letter stating purpose of trip. Send SASE for return of passport if applying by mail and/or appropriate express mail fees. Apply at the Embassy of the Republic of Mali, 2130 R St., N.W., Washington, D.C. 20008 (202/332-2249).

MALTA - *Passport required. Visa not required for stay up to 90 days (extension must be applied for prior to end of 90-day period or expiration of original visa while in Malta). Visa requires 1 application form, 2 photos, proof of onward/return ticket, and \$40 fee (check or money order). Transit visa available for \$30 fee (fees are non-refundable). Vaccinations required only if traveling from an infected area. For additional information consult the Embassy of Malta, 2017 Conn. Ave., N.W., Washington, D.C. 20008 (202/462-3611/2) or nearest Consulate: CA (415/468-4321), MI (313/525-9777), MO (816/833-0033), MN (612/228-0935), NY (212/725-2345), PA (610/664-7475), or TX (713/428-7800 or 214/777-4463).

MARSHALL ISLANDS, REPUBLIC OF THE - Passport, sufficient funds for stay and onward/return ticket required for stay up to 30 days (extendible up to 90 days from date of entry). Entry permit not needed to bring in sea-going vessel. Obtain necessary forms from airline or shipping agent serving Marshall Islands. Departure fee \$15. Health certificate required if arriving from infected areas. AIDS test may be required for visits over 30 days; U.S. test accepted. Check information with Embassy of Marshall Islands, 2433 Massachusetts Avenue, N.W., Washington, D.C. 20008 (202/234-5414) or Permanent Mission to the U.N., 220 East 42nd St., New York, NY 10017 (212/983-3040) or the Consulate General in Hawaii (808/545-7767).

MARTINIQUE - (See West Indies, French.)

MAURITANIA - *Passport and visa required. Obtain visa before arrival. Visa valid 1 to 3 days, requires \$50 fee, 3 days to 3 months, requires \$125 fee (fees payable by certified check or money order only), 2 application forms, 4 photos, proof of sufficient funds (bank statement), proof of yellow fever immunizations, letter of invitation, bank statement and proof of onward/return transportation. Business travelers must have letter from sponsoring company. For further information contact Embassy of the Republic of Mauritania, 2129 Leroy Pl., N.W., Washington, D.C. 20008 (202/232-5700).

MAURITIUS - *Passport, sufficient funds for stay, confirmation from hotel and onward/return ticket required. Visa not required for tourist/business stay up to 3 months. AIDS test required for permanent residence and work permits. U.S. test sometimes accepted. For further information consult the Embassy of Mauritius, Suite 441, 4301 Conn. Ave., N.W., Washington, D.C. 20008 (202/244-1491/2) or the Honorary Consulate: Los Angeles (818/788-3720).

MAYOTTE ISLAND - (See France.)

MEXICO - *Passport and visa not required of U.S. citizens for tourist/transit stay up to 90 days. Tourist card is required. Tourist card valid 3 months for single entry up to 180 days, no charge, requires proof of U.S. citizenship, photo ID and proof of sufficient funds. Tourist cards may be obtained in advance from Consulate, Tourism Office, and most airlines serving Mexico upon arrival. Departure tax \$10 is paid at airport when not included in the cost of the airline ticket. Notarized consent from parent(s) required for children traveling alone, with one parent, or in someone else's custody. For other types of travel and details, check with the Embassy of Mexico's Consular Section, 2827 16th St., N.W., Washington, DC 20009-4260 (202/736-1000) or nearest Consulate General: AZ (602/242-7398), CA (213/351-6800, 415/392-5554 and 619/231-8414), CO (303/331-1110), FL (305/716-4977), GA (404/266-1913), IL (312/855-1380), LA (504/522-3596), NY (212/689-0460), PR (809/764-0258) or TX (210/227-1085, 214/630-7341, 713/542-2300, 512/478-9031 and 915/533-4082).

MICRONESIA, FEDERATED STATES OF (Chuuk, Kosrae, Pohnpei, and Yap) - Proof of citizenship, sufficient funds, and onward/return ticket required for tourist visit up to 30 days, extendible (up to 1 year from date of entry) after arrival in Micronesia. Entry permit is needed for other types of travel; obtain forms from airline. Departure fee for Chuuk and Kosrae \$10 and \$5 for Pohnpei (U.S. currency). Health certificate may be required if traveling from infected area. Typhoid and tetanus

3 days

SOUTH AFRICA - *Passport, onward/return ticket and proof of sufficient funds required. Tourist or business visa not required for stay up to 90 days. Yellow fever immunization needed if arriving from infected area. Malarial suppressants are recommended. For more information, contact the Embassy of South Africa's Consular Office, 3051 Massachusetts Ave., N.W., Washington, D.C. 20016 (202/232-4400) or the nearest Consulate in CA (323/651-0902), IL (312/939-7929), or NY (212/213-4880). Internet address: <http://www.southafrica.net>

SPAIN - *Passport required. Visa not required for tourist or business stays up to 90 days. For additional information check with the Embassy of Spain, 2375 Pennsylvania Ave., N.W., Washington, D.C. 20037 (202/452-0100 and 728-2330) or nearest Consulate General in CA (415/922-2995 and 213/938-0158), FL (305/446-5511), IL (312/782-4588), LA (504/525-4951), MA (617/536-2506), NY (212/355-4080), PR (809/758-6090) or TX (713/783-6200). Internet address: <http://www.undp.org/missions/spain>

SRI LANKA - *Passport, onward/return ticket and proof of sufficient funds (\$15 per day) required. Tourist visa not required for stay up to 30 days (extendible in Sri Lanka). For business travel visa required and must be obtained in advance. Business visa valid 30 days, requires 1 application form, 2 photos, a company letter, a letter from sponsoring agency in Sri Lanka and employing company in U.S., a copy of an onward/return ticket, and \$45 fee. Include \$6 postage for return of passport by registered mail. Yellow fever and cholera immunizations needed if arriving from infected area. For further information contact the Embassy of Sri Lanka, 2148 Wyoming Ave., N.W., Washington, D.C. 20008 (202/483-7954) or nearest Consulate: CA (805/323-8975 and 504/362-3232), HI (808/373-2040), NJ (201/627-7855) or NY (212/986-7040).

SUDAN - *Passport and visa required. Visa must be obtained in advance and visas are only issued at the Consulate General in New York. Transit visa valid up to 7 days, requires \$50 fee (cash or money order), onward/return ticket and visa for next destination, if appropriate. Tourist/business visa for single entry up to 1 month (extendible), requires \$50 fee, 1 application form, 2 photo, proof of sufficient funds for stay and SASE for return passport. Business visa requires company letter stating purpose of visit and invitation from Sudanese officials. Malarial suppressants and vaccinations for yellow fever, cholera, and meningitis recommended. Visas not granted to passports showing Israeli visas. Allow 4 weeks for processing. Travelers must declare currency upon arrival and departure. Check additional currency regulations for stays longer than 2 months. Contact the Embassy of the Republic of the Sudan, 2210 Mass. Ave., N.W., Washington, D.C. 20008 (202/338-8565 to 8570) or Consulate General, 655 Third Ave., 5th Floor, New York, NY 10017 (212/573-6033 or 35).

SURINAME - *Passport, visa and onward/return ticket required. Multiple-entry visa requires 2 application forms, 2 photos and appropriate fee. Business visa requires letter explaining purpose of trip, name of institution to be visited and its address and telephone number in Suriname, and expected duration of visit. Processing fee for visas is \$45. For return of passport by mail, include appropriate fees for registered mail or Express Mail, or enclose SASE. Allow 10 working days for processing. For additional requirements, contact the Embassy of the Republic of Suriname, Suite 460, 4301 Connecticut Ave., N.W., Washington, D.C. 20008 (202/244-7488 and 7590), or the Consulate in Miami (305/593-2697).

SWAZILAND - *Passport required. Visa not required for stay up to 60 days. Temporary residence permit available in Mbabane for longer stay. Visitors must report to immigration authorities or police station within 48 hours unless lodging in a hotel. Yellow fever and cholera immunizations required if arriving from infected area, and anti-malarial treatment recommended. For further information, consult the Embassy of the Kingdom of Swaziland, 3400 International Dr., N.W., Suite 3M, Washington, D.C. (202/362-6683).

SWEDEN - *Passport required. Visa not required for a stay up to 90 days. Period begins when entering Scandinavian area: Denmark, Finland, Iceland, Norway. For further information consult the Embassy of Sweden, 1501 M St., N.W., Washington, D.C. 20005-1702 (202/467-2600) or nearest Consulate General: CA (310/445-4008), FL (954/467-3507), IL (312/781-6262), New York (212/583-2550) or any other consulate of Sweden in the United States. Internet address: <http://www.swedenemb.org>

SWITZERLAND - *Passport required. Visa not required for tourist/business stay up to 90 days. For further information, contact the Embassy of Switzerland, 2900 Cathedral Ave., N.W., Washington, D.C. 20008 (202/745-7900) or the nearest Consulate General: CA (310/575-1145 or 415/788-2272), GA (404/870-2000), IL (312/915-0061), NY (212/599-5700), or TX (713/650-0000). Internet address: <http://www.swissemb.org>

SYRIA - *Passport and visa required. Obtain visa in advance. Single-entry visas valid for 3 months, require 2 application forms, 2 photos (signed), and \$61 fee (payment must be money order only). Enclose SASE with appropriate postage (not metered stamps for certified mail) for return of passport by mail. AIDS test required for students and others staying over 1 year; U.S. test sometimes accepted. For group visas and other information contact Embassy of the Syrian Arab Republic, 2215 Wyoming Ave., N.W., Washington, D.C. 20008 (202/232-6313).

TAHITI - (See French Polynesia.)

TAIWAN - *Passport onward/return ticket, and valid visa for next destination, if applicable, required. Visa not required for stay up to 14 days. Health certificate, including AIDS test, is mandatory for anyone staying over 3 months. For business travel, longer stays or other information, contact the Taipei Economic and Cultural Representative Office, 4201 Wisconsin Avenue, N.W., Washington, D.C. 20016-2137 (202/895-1800) or Taipei Economic and Cultural Office in Atlanta (404/872-0123), Boston (617/737-2050), Chicago (312/616-0100), Guam (671/472-5865), Honolulu (808/595-6347), Houston (713/626-7445), Kansas City (816/531-1298), Los Angeles (213/389-1215), Miami (305/443-8917), New York (212/317-7300), San Francisco (415-362-7680), and Seattle (206/441-4586). Internet address: <http://www.taipei.org> or <http://www.boca.gov.tw>

TAJIKISTAN - *Passport and visa required. At the time of publication, the Russian Consulate was handling visas. The visa process must be initiated in Tajikistan by the sponsoring agency or by the travel agent involved; no visa request is initiated at the Russian Consulate. Visas are not issued until an approval cable arrives from the Ministry of Foreign Affairs in Tajikistan to the Russian Consulate. For additional information contact the Consular Section of the Embassy of Russia, 2641 Tunlaw Road, N.W., Washington, D.C. 20007 (202/939-8907, 8913 or 8918) or the nearest Consulate General: NY (212/348-0926, 0955, 0626), CA (415/928-6878) or WA (206/728-1910).

TANZANIA - *Passport and visa required. Obtain visa before departure. Visas for mainland Tanzania are valid for Zanzibar. Business/tourist visa (valid 6 months from date of issuance) for 1 entry up to 30 days, may be extended after arrival. Requires 1 application form, 1 photo and \$50 fee (no personal checks). Enclose prepaid envelope for return of passport by certified or registered mail. Yellow fever and cholera immunizations recommended (required if arriving from infected area) and malarial suppressants advised. Allow 1 month for processing. For business visa and other information, consult Embassy of the United Republic of Tanzania, 2139 R St., N.W., Washington, D.C. 20008 (202/939-6125) or Tanzanian Permanent Mission to the U.N. 205 East 42nd St., 13th Floor, New York, NY 10017 (212/972-9160).

THAILAND - *Passport required. Tourists staying no longer than 30 days do not need a visa. For longer stays, obtain a visa in advance. Transit visa, for stay up to 30 days, \$10 entry fee; or tourist visa for stay up to 60 days, \$15 entry fee. For business visa valid up to 90 days, need \$20 entry fee or \$40 fee for multiple entry, and company letter stating purpose of visit. Submit 1 application form, 2 photos, and postage for return of passport by mail. (Note: All visa fees are payable in cash or money order, if applying in person, or by money order only, if applying by mail. Apply at the Royal Thai Embassy, 1024 Wisconsin Ave., N.W., Washington, D.C. 20007 (202/323-3600 ext. 767), or the nearest Consulate General: CA (213/962-9574-77), IL (312/664-3129), or NY (212/754-1770). For other Consulates General throughout the U.S., call 202/944-3600. Internet address: <http://www.thaiembdc.org>

TOGO - *Passport and visa required. All types of visas (except diplomatic) require 3 application forms, 3 photos, yellow fever vaccinations, proof of sufficient funds, and \$45 fee. For information on additional visa related requirements, contact the Embassy of the Republic of Togo, 2208 Mass. Ave., N.W.,

immunizations are recommended. AIDS test required if staying over 1 year. U.S. test is accepted. For further information contact the Embassy of the Federated States of Micronesia, 1725 N St., N.W., Washington, D.C. 20036 (202/223-4383) or nearest Consulate: Hawaii (808/836-4775) or Guam (671/646-9154). Internet address: <http://www.fsmgob.org>

MIQUELON ISLAND - Passport or proof of U.S. citizenship and official photo ID are sufficient for tourist/business stays of up to 3 months. (Stays from 2 weeks to 3 months require a valid *passport.) A visa is required for stays over 3 month. For further information, consult the Embassy of France (202/944-6000). Internet address: <http://www.france-consulat.org>.

MOLDOVA - *Passport and visa required. Visa requires 1 application form, 1 photo, and processing fee. Single-entry visa, \$50 , Multiple-entry \$70-\$100 (depending on length of stay), transit visa, single entry \$35, double entry \$50 (money order only). For additional information consult the Embassy of the Republic of Moldova, 1533 K Street, N.W., Suite 333, Washington, D.C. 20005, (202/667-1130). Internet address: <http://www.moldova.org>

MONACO - *Passport required. Visa not required for visit up to 90 days. For further information, contact the French Embassy (202/944-6000) or nearest Honorary Consulate of the Principality of Monaco: CA (213/655-8970 or 415/362-5050), IL (312/642-1242), LA (504/522-5700), NY (212/759-5227) or PR (809/721-4215). Internet address: <http://www.france consulate.org>

MONGOLIA - *Passport and visa required. Transit visa for stay up to 48 hours requires copy of onward ticket, visa for next destination and \$35 fee. Tourist visa for up to 30 days requires confirmation from Mongolian Travel Agency (Zhuulchin) and \$45 fee. Business visa requires letter from company stating purpose of trip and invitation from Mongolian organization and fee. Submit 1 application form, 1 photo, itinerary and prepaid envelope for return of passport by certified or special delivery mail. AIDS test required for students and anyone staying longer than 3 months; U.S. test accepted. All foreigners are required to be registered with the Civil Registration Information Center Police Department in Mongolia upon arrival regardless of duration of stay and are warned to do so in order to avoid any inconveniences they may face upon departure. For additional information contact the Embassy of Mongolia, 2833 M Street, N.W., Washington, D.C. 20007 (202/333-7117) or the UN Mission of Mongolia, 6 East 77th St., New York, NY 10021 (212/861-9460). Internet address: <http://www.undp.org/missions/mongolia>

MOROCCO - *Passport required. Visa not required for stays up to 3 months, extendible. For additional information consult the Embassy of Morocco, 1601 21st St., N.W., Washington, D.C. 20009 (202/462-7734) or Consulate General in New York (212/213-9644).

MOZAMBIQUE - *Passport and visa required. Visa must be obtained in advance. Entry visa valid 3 months from date of issuance, requires 1 application form, 2 photos, immunization for yellow fever and cholera, \$20 (single-entry) or \$40 (multiple-entry) fee and letter (from company or individual) giving detailed itinerary and address of where visitor is staying. Visitors may have to exchange \$25 at point of entry and declare all foreign currency. Apply at the Embassy of the Republic of Mozambique, Suite 570, 1990 M St., N.W., Washington, D.C. 20036 (202/293-7146).

MYANMAR (see Burma.)

NAMIBIA - *Passport, onward/return ticket and proof of sufficient funds required. Visa not required for tourist or business stay up to 90 days. Person planning to work (this includes unpaid volunteers) in Namibia must obtain work and residency permits and/or visas from the Embassy of Namibia before traveling. Consult the Embassy of Namibia, 1605 New Hampshire Ave., N.W., Washington, D.C. 20009 (202/986-0540) for further information.

NAURU - *Passport, visa, onward/return ticket and sponsorship from a resident in Nauru required. For more information contact the Consulate of the Republic of Nauru in Guam: Ada Professional Bldg., Marine Dr. 1st Floor, Agana, Guam 96910 (671/649-7106 or 7107).

NEPAL - *Passport and visa required. Tourist visa extendible to a maximum period of 150 days in one

visa year (January to December). Single-entry visa for 60 days, \$30; double-entry visa for 60 days, \$55; triple entry visa for 60 days, \$70; and multiple-entry visa with a validity for 60 days, \$90; requires 1 application form and 1 photo. Entry visas are valid for entry into Nepal within six months from the date of issue. Tourist visa can also be obtained from Immigration Office at Katmandu Airport and other specified ports of entry. Airport tax of Rs.900 must be paid for all international flights into Nepal. For additional information about "trekking permits" and entry requirements, contact the Royal Nepalese Embassy, 2131 Leroy Pl., N.W., Washington, D.C. 20008 (202/667-4550), or Consulate General in New York (212/370-3988). Internet address: <http://www.undp.org/missions/nepal>

NETHERLANDS - *Passport required. Visa not required for tourist/business visit up to 90 days. Tourists may be asked to show onward/return ticket, proof of sufficient funds and health insurance coverage, and that there is adequate housing available for length of stay. Long term visitors must register with the local police within 8 days of arrival. (No residency permits granted.) For further information, contact the Embassy of the Netherlands, 4200 Linnean Ave., N.W., Washington, D.C. 20008 (202/244-5300) or nearest Consulate General: CA (310/268-1598), IL (312/856-0110), NY (212/246-1429), or TX (713/622-8000). Internet address: <http://www.netherlands-embassy.org>

NETHERLANDS ANTILLES - Islands include Bonaire, Curacao, Saba, Statia, St. Maarten. Passport or proof of U.S. citizenship (i.e. certified birth certificate or voter registration card with photo I.D.) required. Visa not required for stay up to 14 days, extendible to 90 days after arrival. Tourists may be asked to show onward/return ticket or proof of sufficient funds for stay. Departure tax \$10 when leaving Bonaire and Curacao, \$4 in Statia, \$10 in St. Maarten. For further information consult Embassy of the Netherlands (202/244-5300), or nearest Consulate General: CA (310/268-1598), IL (312/856-0110), NY (212/246-1429) or TX (713/622-8000). Internet address: <http://www.netherlands-embassy.org>

NEW CALEDONIA - (See French Polynesia.)

NEW ZEALAND - *Passport and arrival card (to be completed upon arrival) required. Visa not required for tourist or business meeting or consultations stay up to 3 months, must have onward/return ticket, visa for next destination and proof of sufficient funds. For business or additional information contact the Embassy of New Zealand, 37 Observatory Circle, N.W., Washington, D.C. 20008 (202/328-4800) or the Consulate General in Los Angeles (310/207-1605). Internet address: <http://www.emb.com/nzemb>

NICARAGUA - *Passport valid 6 months beyond duration of stay, onward/return ticket and \$5 entry fee required for a stay up to 30 days. Airport departure tax \$18. If you change status from visitor to permanent resident while in Nicaragua, you will need to deposit with their immigration officials the equivalent cost of a one-way ticket from Nicaragua to the U.S. For further information, travelers may contact the Consulate of Nicaragua, 1627 New Hampshire Ave., N.W., Washington, D.C. 20009 (202/939-6531 or 32) or the nearest Consulate in CA (213/252-1170 or 415/765-6821), FL (305/220-6900), LA (504/523-1507), NY (212/983-1981), or TX (713/272-9628).

NIGER - *Passport and visa required. Visa must be used within 3 months of issuance. All visa types require 3 application forms, 3 photos, yellow fever vaccination (cholera vaccination is recommended, but required only when traveling from infected area), proof of onward/return transportation, and \$35.58 (1 month stay) or \$88.94 (longer stay) fee. Transit visas required for travelers continuing through Niger. For tourist visa the general requirements apply as well as 2 copies of bank statement, certifying the traveler has at least \$500 in his/her bank account. For business visas, general requirements apply, plus 1 copy of a letter from the company that is being represented stating the purpose, activities, duration, and source of financial responsibility for the trip. Provide SASE or prepaid airbill for return of documents. For further information and fees, contact the Embassy of the Republic of Niger, 2204 R St., N.W., Washington, D.C. 20008 (202/483-4224).

NIGERIA - *Passport, proof of sufficient funds, hotel confirmation, and visa required. Visas require 1 application, 1 photo, yellow fever vaccination, proof of onward/return transportation, fees (contact the Embassy of Nigeria for appropriate fees), and letter of invitation from Nigeria. Business visa requires letter from counterpart in Nigeria and letter of introduction from U.S. company. For information about

visa fees and for other requirements, contact the Embassy of the Republic of Nigeria, 2201 M St., N.W., Washington, D.C. 20037 (202/822-1500 or 1522) or the Consulate General in New York (212/715-7200).

NIUE - Passport, onward/return ticket, and confirmed hotel accommodations required. Visa not required for stay up to 30 days. For additional information, consult the Embassy of New Zealand (202/328-4800).

NORFOLK ISLAND - *Passport and visa required. Visa issued upon arrival for visit up to 30 days, extendible, requires confirmed accommodations and onward/return ticket. Business visa must be obtained before arrival, \$27 fee. Australian transit visa must also be obtained in advance for travel to Norfolk Island. For both visas, consult the Australian Embassy (202/797-3000). Internet address: <http://www.austemb.org>

NORWAY - *Passport required. Visa not required for stay up to 90 days. Period begins when entering Scandinavian area: Finland, Sweden, Denmark, and Iceland. No pets. For further information, contact the Royal Norwegian Embassy, 2720 34th St., N.W., Washington, D.C. 20008 (202/333-6000) or nearest Consulate General: CA (415/986-0766 to 68), FL (305/358-4386), MN (612/332-3338), NY (212/421-7333), or TX (713/521-2900).

OMAN - Passport (must be valid for not less than 12 months) and visa required. Tourist/business visas for multiple-entry issued for stay up to 6 months and valid for 2 years requires \$60 fee (cashier's check or money order). Single-entry visa requires \$36 fee (cashier's check or money order). Both types of visas require 1 application form and a SASE for return of passport by mail. AIDS test required for work permits. U.S. test not accepted. Allow 1 week to 10 days for processing. For transit and road travel, check with the Embassy of the Sultanate of Oman, 2535 Belmont Rd., N.W., Washington, D.C. 20008 (202/387-1980, 1981 or 1982).

PAKISTAN - *Passport and visa required. Visa must be obtained before arrival. Tourist visa requires 1 application form, 2 photos, and proof of onward/return transportation. Validity depends on length of visit, multiple entries, and \$45 fee. Need company cover letter and invitation for business visa. Include prepaid envelope for return of passport by registered mail. AIDS test required for stays over 1 year. For applications and inquiries in Washington area, contact the Consular Section of the Embassy of Pakistan, 2315 Mass. Ave., N.W., Washington, D.C. 20008 (202/939-6295/61), or CA (310/441-5114), or NY (212/879-5800). Internet address: <http://www.pakistan-embassy.com>

PALAU, THE REPUBLIC OF - Passport or proof of U.S. citizenship, and onward/return ticket required for a stay up to 30 days. Visa and \$50 fee required for stays longer than 30 days. Obtain forms for entry permit from airline or shipping agent serving Palau. For further information consult with Representative Office, 1150 18th St., N.W., Suite 750, Washington, D.C. 20036 (202/452-6814).

PANAMA - *Passport or proof of U.S. citizenship and photo ID, tourist card or visa, proof of sufficient funds, and onward/return ticket required. Visa and tourist card valid 30 days. Visa issued at Embassy of Panama or one of the consulates. Tourist card available from airline serving Panama for \$10 fee. Stay can be extended up to 60 days, apply at the main office of Immigration and Naturalization in Panama. Visa requires 1 application form and 1 photo. Allow one working day for processing. Departure tax \$20 is paid at airport. For longer stays and additional information regarding travel other than via a commercial airline, contact the Embassy of Panama, 2862 McGill Terrace, N.W., Washington, D.C. 20008 (202/483-1407) or the nearest Consulate: CA (415/391-4268), FL (305/371-7031 or 813/831-6685), LA (504/525-3458), NY (212/840-2450), PA (215/574-2994), or TX (713/622-4451).

PAPUA NEW GUINEA - *Passport, onward/return ticket and proof of sufficient funds required. Tourist and business visas for a stay up to 60 days (extendible) obtained upon arrival. Business visa requires passport validity at least one year from the date visa is issued, 1 application form, 1 photo, letter of invitation from sponsoring company, bio-data, recent annual report of parent company and \$256.25 fee (multiple-entry). Multiple-entry visa is valid for 1 year, with 8 weeks maximum stay each visit. AIDS other medical test required for work and residency permits; U.S. test accepted. Please provide SASE or prepaid airbill for return of documents. For longer stays and further information, contact the

Embassy of Papua New Guinea, #805, 1779 Massachusetts Ave., N.W., Washington, D.C. 20036 (202/745-3680) or the Papua New Guinea Honorary Consulate, P.O. Box 893133, Mililani, Honolulu, Hawaii 96789 (808/623-8144). Internet: <http://www.pngembassy.org>

PARAGUAY - *Passport required. Visa not required for tourist/business stay up to 90 days (extendible). Exit tax \$20 (paid at airport). AIDS test required for resident visas. U.S. test sometimes accepted. For additional information, consult the Embassy of Paraguay, 2400 Mass. Ave., N.W., Washington, D.C. 20008 (202/483-6960).

PERU - *Passport required. Visa not required for tourist stay up to 90 days, extendible after arrival. Tourists need onward/return ticket. Business visa requires 1 application form, 1 photo, company letter stating purpose of trip, and \$27 fee. For further information contact the Consulate General of Peru, 1625 Mass. Ave., N.W., Suite 605, Washington, D.C. 20036 (202/462-1084) or nearest Consulate: CA (213/252-5910 and 415/362-5185), FL (305/374-1305), IL (312/853-6173), NY (212/481-7410), or TX (713/355-9438).

PHILIPPINES - *Passport and onward/return ticket required. For entry by Manila International Airport, visa not required for transit/tourist stay up to 21 days. Visa required for longer stay, maximum of 59 days, 1 application form, 1 photo, \$25 fee for single-entry and \$50 fee multiple-entry. Company letter needed for business visa. AIDS test required for permanent residency; U.S. test accepted. For longer stays or more information contact the Embassy of the Philippines, 1600 Mass. Ave., N.W., Washington, D.C. 20036 (202/467-9300) or nearest Consulate General: CA (213/387-5321 and 415/433-6666), HI (808/595-6316), IL (312/332-6458), NY (212/764-1330), or Guam (671/646-4620). Internet address: <http://us.sequel.net/RPinUS>

POLAND - *Passport (must be valid at least 12 months past date of entry) required. Visa not required for stay up to 90 days. Visitors must register at hotel or with local authorities within 48 hours after arrival. Check with the Embassy of the Republic of Poland (Consular Division), 2224 Wyoming Ave., N.W., Washington, D.C. 20008 (202/232-4517) or nearest Consulate General: Chicago, IL, 1530 Lakeshore Dr., 60610 (312/337-8166), Los Angeles, CA, 12400 Wilshire Blvd., Suite 555, 90025 (310/442-8500) or New York, NY, 233 Madison Ave., 10016 (212/889-8360). Internet address: <http://www.polishworld.com/polemb>

PORTUGAL - (Includes travel to the Azores and Madeira Islands.) *Passport required. Visa not required for visit up to 90 days. For travel with pets and other information consult the Embassy of Portugal, 2310 Tracy Place, N.W., Washington, D.C. 20008 (202/332-3007) or the nearest Consulate: CA (415/346-3400), MA (617/536-8740 and 508/997-6151), NJ (973/643-4200), NY (212/246-4580) or RI (401/272-2003).

QATAR - *Passport and visa required. Business visitors, tourists, those attending scientific or cultural symposia, and medical visitors are granted a 10-year multiple-entry visa at the Embassy in Washington, D.C. One application form, 1 photo, letter of invitation and a non-refundable application fee of \$45 is required. Please provide a SASE for return of passport by mail. For specific information, contact the Embassy of the State of Qatar, Suite 200, 4200 Wisconsin Ave., N.W., Washington, D.C. 20016 (202/274-1603).

REUNION - (See France.)

ROMANIA - *Passport required. Visa not required for a stay up to 30 days. For stays exceeding 30 days, visa should be obtained in advance. Visa requires letter stating purpose of travel, duration, departure and return dates, and a SASE for return of passport by mail. For additional information, consult the Embassy of Romania, 1607 23rd St., N.W., Washington, D.C. 20008 (202/332-4851) or the nearest Consulate General: New York (212/682-9120) and Los Angeles (310/444-0043). Internet address: <http://www.roemembu.org>

RUSSIA - *Passport, visa, and, in some cases, an original birth certificate required. Tourist visa requires 1 application form, 3 photos, confirmation from tourist agency in Russia, and processing fee. Business

visa requires 1 application, 3 photos, and letter of an official invitation from an authorized Russian counterpart and visa processing fee. Visa processing fee for business and tourist visas is \$70 for 2 weeks, \$80 for one week, and \$110 for less than three working days. Multiple-entry business visa (needs confirmation through the Russian MFA) - \$200 to \$450 processing fee. Fees must be paid by postal money order or cashier's check only. Provide SASE for return of passport by mail. AIDS test required for anyone staying over 3 months; U.S. test accepted. For additional information contact the Consular Section of the Embassy of Russia, 2641 Tunlaw Road, N.W., Washington, D.C. 20007 (202/939-8907 or 8918) or the nearest Consulate General: NY (212/348-0926, 0955, 0626), CA (415/928-6878) or WA (206/728-1910). Internet address: <http://www.russianembassy.org>

RWANDA - *Passport required. Visa not required for a stay of up to 30 days. For more information contact the Embassy of the Republic of Rwanda, 1714 New Hampshire Ave., N.W., Washington, D.C. 20009 (202/232-2882), or the Permanent Mission of Rwanda to the U.N., 124 East 39th Street, New York, NY 10016 (212/696-0644/45/46), or the nearest Consulate General in Chicago (708/205-1188), or Denver (303/321-2400).

SAINT KITTS AND NEVIS - Passport or proof of U.S. citizenship, photo ID and onward/return ticket required for stay up to 3 months. For further information consult the Embassy of St. Kitts and Nevis, 3216 New Mexico Ave., N.W., Washington, DC 20016 (202/686-2636) or Permanent Mission to the U.N., 414 East 75th St., Fifth Floor, New York, NY 10021 (212/535-1234).

SAINT LUCIA - Passport (or proof of U.S. citizenship and photo ID) and return/onward ticket required for stay up to 6 months. For additional information contact the Embassy of Saint Lucia, 3216 New Mexico Ave., Washington, D.C. 20016 (202/364-6792) or Permanent Mission to the U.N., 820 Second Ave., Suite 900E, New York, NY 10017 (212/697-9360).

ST. MARTIN (ST. MAARTEN*) - (See West Indies, French or *Netherlands Antilles.)

ST. PIERRE - Passport or proof of U.S. citizenship and official photo ID sufficient for tourist/business stays of up to 2 weeks. (Stays from 2 weeks to 3 months require a valid *passport.) A visa is required for stays over 3 month. For further information, consult the Embassy of France (202/944-6000). Internet address: <http://www.france-consulat.org>

SAINT VINCENT AND THE GRENADINES - Proof of U.S. citizenship, photo ID, and onward/return ticket and/or proof of sufficient funds required for tourist stay up to 6 months. For more information consult the Embassy of Saint Vincent and the Grenadines, 3216 New Mexico Ave., Washington, D.C. 20016 (202/364-6730) or Consulate, 801 Second Ave., 21st Floor, New York, NY 10017 (212/687-4490).

SAMOA - *Passport and onward/return ticket required. Visa not required for stay up to 30 days. For longer stays and more information, contact the Independent State of Samoa Mission to the U.N., 820 2nd Avenue, Suite 800, New York, NY (212/599-6196) or the Honorary Consul in Hawaii (808/677-7197).

SAN MARINO - *Passport required. Visa not required for tourist stay up to 90 days. For additional information contact the nearest Honorary Consulate of the Republic of San Marino: Washington, D.C. (1899 L St., N.W., Suite 500, Washington, D.C. 20036, 202/223-3517), Detroit (313/528-1190) or New York (516/242-2212).

SAO TOME AND PRINCIPE - *Passport and visa required. Tourist visas for single entry of up to 3 months (\$30) or multiple entry of up to 6 months (\$35) and business visas for single entry of up to 3 months (\$35) or multiple entry of up to 6 months (\$40) require 1 application form, 1 photo and yellow fever immunization card, and letter stating purpose of travel. Fees are to be paid by money order only. Company letter is required for a business visa. Enclose prepaid envelope or postage for return of passport by FedEx service. Apply at the Permanent Mission of Sao Tome and Principe to the U.N., 400 Park Avenue, 7th Floor, New York, NY 10022 (212/317-0533).

SAUDI ARABIA - *Passport and visa required. (Tourist visas are not available for travel to Saudi Arabia.) Transit visa valid 72 hours, requires onward/return ticket, 1 application form, no fee. Business visa, for a stay not to exceed 30 days, requires \$54 fee (money order only), 1 application form, 1 photo, company letter stating purpose of visit, invitation from Foreign Ministry in Saudi Arabia and SASE for return of passport by mail. Meningitis and cholera vaccinations are highly recommended. Medical report, including AIDS test, required for work permits; U.S. test accepted. For details and requirements for family visits and religious travel, contact the Royal Embassy of Saudi Arabia, 601 New Hampshire Ave., N.W., Washington, D.C. 20037 (202/342-3800) or nearest Consulate General: Los Angeles (213/479-6000), New York (212/752-2740) or Houston (713/785-5577). Internet address: <http://www.saudi.net>

SCOTLAND - (See United Kingdom.)

SENEGAL - *Passport required. Visa not needed for stay up to 90 days. U.S. citizens need onward/return ticket and yellow fever vaccination. For further information, contact the Embassy of the Republic of Senegal, 2112 Wyoming Ave., N.W., Washington, D.C. 20008 (202/234-0540).

SERBIA AND MONTENEGRO - *Passport and visa required. The United States has suspended operations in Serbia-Montenegro and there is no U.S. diplomatic presence to assist U.S. citizens. Travel by U.S. citizens is not recommended.

SEYCHELLES - *Passport, onward/return ticket and proof of sufficient funds required. Visa issued upon arrival for stay up to 1 month, no charge, extendible up to 1 year. Consult Permanent Mission of Seychelles to the U.N., 800 Second Ave., Suite 400, New York, NY 10017 (212/972-1785) for further information.

SIERRA LEONE - *Passport and visa required. Single-entry visa valid 3 months, requires 1 application form, 1 photo, return/onward ticket, proof of financial support from bank or employer and \$45 fee (money order only). Multiple-entry visa, \$90 fee. Business visa also requires company letter stating purpose and dates of travel and the name of hotel or person where the visitor is staying. Cholera and yellow fever immunizations required and malarial suppressants recommended. Provide SASE or prepaid airbill for return of documentation. For business and additional information consult the Embassy of Sierra Leone, 1701 19th St., N.W., Washington, D.C. 20009 (202/939-9261).

SINGAPORE - *Passport and onward/return ticket required. Visa not required for tourist/business stay up to 30 days, extendible to 3 months maximum. Cholera and yellow fever immunizations recommended. AIDS test required for some work visas. U.S. test is not accepted. For additional information, contact the Embassy of Singapore, 3501 Int'l Place, N.W., Washington, D.C. 20008 (202/537-3100).

SLOVAK REPUBLIC - *Passport required. Visa not required for a stay up to 30 days. For longer stays and other types of travel contact the Embassy of the Slovak Republic, 2201 Wisconsin Ave., N.W., Suite 250, Washington, D.C. 20007 (202/965-5160 ext. 270). Internet address: <http://www.slovakemb.com>

SLOVENIA - *Passport required. Visa not required for business/tourist stay up to 90 days. For longer stays (e.g. employment, students) a temporary residence permit must be obtained before traveling. Additional information can be obtained from the Embassy of the Republic of Slovenia, 1525 New Hampshire Ave., N.W., Washington, D.C. 20036 (202/667-5363) or the Consulate General of Slovenia in New York (212/370-3006).

SOLOMON ISLANDS - *Passport, onward/return ticket and proof of sufficient funds required. Visitors permit issued on arrival for stay up to 2 months in 1-year period. For further information, consult Solomon Islands Mission to the U.N., 820 2nd Ave., Suite 800A, New York, NY 10017 (212/599-6192/93).

SOMALIA - *Passport required. For further information, contact the Consulate of the Somali Democratic Republic in New York (212/688-9410).

Washington, D.C. 20008 (202/234-4212/3).

TONGA - *Passport and onward/return ticket required. Visa not required for stay up to 30 days. For additional information, consult the Consulate General of Tonga, 360 Post St., Suite 604, San Francisco, CA 94108 (415/781-0365).

TRINIDAD AND TOBAGO - *Passport required. Visa not required for tourist/business stay up to 3 months. Business visa requires 1 application form, 1 photo, \$9 fee (no personal checks), company letter, and SASE (make sure you include enough stamps to cover the cost of postage, e.g. \$11.75 for Post Office Express Mail Service, etc.) for return of passport by mail. For further information consult Embassy of Trinidad and Tobago, 1708 Mass. Ave., N.W., Washington, D.C. 20036 (202/467-6490) or the nearest Consulate General: New York (212/682-7272) or Miami (305/374-2199).

TUNISIA - *Passport and onward/return ticket required. Visas not required for tourist/business stay up to 4 months. For further information consult Embassy of Tunisia, 1515 Mass. Ave., N.W., Washington, D.C. 20005 (202/862-1850), or nearest Consulate: San Francisco (415/922-9222) or New York (212/272-6962).

TURKEY - *Passport and visa required. Visas can be obtained at Turkish border crossing points for tourist/business visits up to 3 months or through a Turkish consular office in the U.S. or overseas (1 application form and \$45 fee (cash or money order only) are required). Visa must be obtained in advance for visits lasting longer than the three month period, for study/research purposes, or for employment purposes. For further information contact the Embassy of the Republic of Turkey, 2525 Massachusetts Ave., N.W., Washington, D.C. 20008 (202/612-6740/41) or nearest Consulate: CA (213/937-0118), IL (312/263-0644), NY (212/949-0160) or TX (713/622-5849). Internet address: <http://www.turkey.org>

TURKMENISTAN - *Passport and visa required. Visa requires 1 application, 1 photo, and letter of invitation. Visas are available in a variety of time periods, and fees are paid according to the type of visa and processing time needed. For further information about visa fees and types, consult the Embassy of Turkmenistan, 2207 Massachusetts Ave., N.W., Washington, D.C. 20008 (202/588-1500). Internet address: <http://www.turkmenistanembassy.org>

TURKS AND CAICOS - (See West Indies, British.)

TUVALU - *Passport and onward/return ticket and proof of sufficient funds required. Visitors permit issued on arrival. For further information consult British Embassy (202/588-7800).

UGANDA - *Passport and visa required. Immunization certificate for yellow fever are required (typhoid and malarial suppressants recommended). For other information contact Embassy of the Republic of Uganda, 5911 16th St., N.W., Washington, D.C. 20011 (202/726-7100-02) or Permanent Mission to the U.N. (212/949-0110).

UKRAINE - *Passport and visa required. Visa requires 1 form, 1 photo, and \$45 - \$180 fee, depending upon processing time (company check or money order only). An invitation/confirmation letter from receiving party in Ukraine is required for business, tourist, or private trips. Multiple-entry visas are issued to business visitors who meet specific requirements. Transit visas also require onward/return ticket. All foreigners visiting Ukraine (except those staying less than three days or minors under age 16) must register their passports with the local law enforcement authorities. Anyone applying for a visa for a stay of 3 months or longer is required to present a certificate showing that they are HIV negative. Test performed in the U.S. are not accepted. For additional information contact the Embassy of Ukraine, 3350 M St., N.W., Washington, D.C. 20007 (202/333-7507/08/09) or the nearest Consulate: IL (312/642-4388) or NY (212/371-5690). Internet address: <http://www.ukemb.com/>

UNITED ARAB EMIRATES - *Passport and visa required. Tourist visa requires a typed letter from the applicant's employer indicating type and length of position held or, for students/homemakers/retirees, bank statement proving sufficient funds for stay. Business visas issued only by UAE Embassy, and require company letter and sponsor in UAE to send a fax or telex to UAE

Embassy confirming trip and accepting financial responsibility. Single-entry visa valid within 2 months from the date of issuance for stay up to 30 days, no fee. Multiple-entry visa (for business only), valid 1 to 10 years from date of issue for maximum stay of 6 months per entry, no fee. Transit visa must be obtained in advance (through travel agency, hotel, or company in UAE), valid for a stay up to 15 days. To receive a visa, submit 2 application forms, 2 photos and prepaid envelope for return of passport by certified/registered mail (typed not handwritten). For further information contact Embassy of the United Arab Emirates, 3000 K St., N.W., Washington, D.C. 20007 (202/955-7999).

UNITED KINGDOM (England, Northern Ireland, Scotland, and Wales) - *Passport required. Visa not required for stay up to 6 months. For additional information consult the Consular Section of the British Embassy, 19 Observatory Circle, N.W., Washington, D.C. 20008 (202/588-7800) or nearest Consulate General: CA (310/477-3322), IL (312/346-1810), or NY (212/745-0200). Internet address: <http://www.britain-info.org>

URUGUAY - *Passport required. Visa not required for stay up to 3 months. For additional information consult the Embassy of Uruguay, 2715 M St., N.W., 3rd Floor, Washington, D.C. 20007 (202/331-4219) or nearest Consulate: CA (310/394-5777), FL (305/443-9764), IL (312/642-3430) or NY (212/753-8191/92). Internet address: <http://www.embassy.org/uruguay>

UZBEKISTAN - *Passport and visa required. Visa requires 1 application, 1 photo, letter explaining purpose of visit, and \$45 fee. Processing time is 7 days after receipt of application. Check requirements with the Consular Section of the Embassy of the Republic of Uzbekistan, 1746 Massachusetts Ave., NW, 20036 (202/530-7284 or 91) or the Uzbekistan Consulate, 866 United Nations Plaza, Suite 327A, New York, NY 10017 (212/754-6178 or 7403).

VANUATU - *Passport and onward/return ticket required. Visa not required for stay up to 30 days. For further information, consult U.N. Mission (212/593-0144).

VATICAN - (See Holy See.)

VENEZUELA - *Passport and tourist card required. Tourist card can be obtained from airlines serving Venezuela, no charge, valid 90 days, cannot be extended. Multiple-entry visa valid up to 1 year, extendible, available from any Venezuelan Consulate, requires \$30 fee (money order or company check), 1 application form, 1 photo, onward/return ticket, proof of sufficient funds and certification of employment. For business visa, need letter from company stating purpose of trip, responsibility for traveler, name and address of companies to be visited in Venezuela and \$60 fee. All travelers must pay departure tax (\$12) at airport. Business travelers must present a Declaration of Income Tax in the Ministerio de Hacienda (Treasury Department). For additional information contact the Consular Section of the Embassy of Venezuela, 1099 30th Street, N.W., Washington, DC 20007 (202/342-2214) or the nearest Consulate: CA (415/512-8340), FL (305/577-3834), IL (312/236-9655), LA (504/522-3284), MA (617/266-9355), NY (212/826-1660), PR (809/766-4250/1) or TX (713/961-5141). Internet address: <http://www.emb.avenez-us.gov>

VIETNAM - *Passport and visa required. Tourist/business visa, valid 6 months, requires 2 application forms, 2 photos, letter stating purpose of visit (or letter of invitation from Vietnamese authorities required for business visa) and \$25 fee for a single-entry visa. Visa authorization is arranged by sponsor in Vietnam and the Embassy cannot process visas until it receives authorization or approval from Vietnam. For more information, contact the Embassy of Vietnam, 1233 20th St., N.W., Suite 400, Washington, D.C. 20036 (202/861-2293 or 861-0694). Internet address: <http://www.vietnamembassy-usa.org>

VIRGIN ISLANDS, British - Islands include Anegarda, Jost van Dyke, Tortola and Virgin Gorda. Proof of U.S. citizenship, photo ID, onward/return ticket and sufficient funds required for tourist stay up to 6 months. Consult the British Embassy for further information (202/588-7800).

WALES - (See United Kingdom.)

WEST INDIES, British - Islands include Anguilla, Montserrat, Cayman Islands, Turks and Caicos. Proof of U.S. citizenship, photo ID, onward/return ticket and sufficient funds required for tourist stay up to 6 months. Consult the British Embassy for further information (202/588-7800).

WEST INDIES, French - Islands include Guadeloupe, Isles des Saintes, La Desirade, Marie Galante, Saint Barthelemy, St. Martin and Martinique. *Passport required (proof of U.S. citizenship and photo ID accepted for tourist/business stay of up to 2 weeks in Martinique and Guadeloupe). Visa not required for tourist/business stay up to 3 months. For further information, consult the Embassy of France (202/944-6200). Internet address: <http://www.france-consulat.org>

WESTERN SAMOA - (See Samoa)

YEMEN, REPUBLIC OF - *Passport and visa required. Visa valid 30 days from date of issuance for single-entry, requires 1 application form and 2 photos. For tourist visa need proof of onward/return transportation, employment, letter of invitation and \$50 fee (\$30 visa fee plus \$20 application fee). Business visa requires \$50, company letter stating purpose of trip. (Payment by money order only and include SASE with proper postage for return of passport by registered mail.) Entry not granted to passports showing Israeli visas. Yellow fever and cholera vaccinations and malarial suppressants recommended. For more information contact the Embassy of the Republic of Yemen, Suite 705, 2600 Virginia Ave., N.W., Washington, D.C. 20037 (202/965-4760) or Yemen Mission to the U.N., 866 United Nations Plaza, Rm. 435, New York, NY 10017 (212/355-1730).

ZAIRE - (See Congo, Democratic Republic of)

ZAMBIA - *Passport and visa required. Visa may be obtained in advance or at port of entry. Tourist/business multiple-entry visa, valid up to 3 years (unless obtained at border), requires \$40 processing fee (no personal checks), 2 application forms, and 2 photos. Visa not required for travelers under age 16. Business visa also requires company letter. Yellow fever immunizations and antimalarial medicine recommended. For more information, consult the Embassy of the Republic of Zambia, 2419 Mass. Ave., N.W., Washington, D.C. 20008 (202/265-9717 to 19).

ZANZIBAR - (See Tanzania.)

ZIMBABWE - *Passport, visa, onward/return ticket and proof of sufficient funds required for a stay up to 3 months. Visas issued upon arrival in Zimbabwe, \$30 fee. Anti-malarial pills are recommended. \$20 exit fee paid at airport. Visitors must declare currency upon arrival. For regulations check with the Embassy of Zimbabwe, 1608 New Hampshire Ave., N.W., Washington, D.C. 20009 (202/332-7100).

NOTES

SASE is self-addressed, stamped envelope.

If applying in person, remember to call about office hours. Many consulates are only open in the morning and closed for local holidays.

This booklet is updated yearly. This publication and *Passports—Applying for them the EASY WAY*, which gives detailed information on how and where to apply for your U.S. passport, are both available from the **Consumer Information Center, Pueblo, CO 81009** for **50 cents each**.

Consular Information Program

The State Department's Bureau of Consular Affairs provides assistance and information to U.S. citizens traveling abroad. Consular Affairs issues *Consular Information Sheets*, *Travel Warnings*, *Public Announcements*, and other travel publications. The following gives a brief description of some of the information currently available through the Consular Information Program:

Consular Information Sheets, Travel Warnings and Public Announcements

Consular Information Sheets are issued for every country in the world. They include such information as the location of the U.S. embassy or consulate in the subject country, health conditions, political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties.

The State Department also issues *Travel Warnings* and *Public Announcements*. *Travel Warnings* are issued when the State Department decides to recommend that Americans avoid travel to a certain country. Countries where avoidance of travel is recommended will have *Travel Warnings* as well as *Consular Information Sheets*. *Public Announcements* are issued as a means to disseminate information quickly about terrorist threats and other conditions overseas which pose significant risks to the security of American travelers.

Travel Brochures

A Safe Trip Abroad — contains helpful precautions one can take to minimize the chance of becoming a victim of terrorism or crime.

Tips for Americans Residing Abroad — offers information for U.S. citizens living abroad on dual citizenship, tax regulations, voting, and other consular services.

Travel Tips for Older Americans — contains special health, safety and travel information for older Americans.

Your Trip Abroad — offers tips on obtaining a passport, considerations in preparing for your trip and traveling, and other sources of information.

The following travel tips brochures contain information on currency regulations, customs, and dual nationality for specific areas of the world:

Tips for Travelers to Canada

Tips for Travelers to the Caribbean

Tips for Travelers to Central & South America

Tips for Travelers to Mexico

Tips for Travelers to the Middle East and North Africa

Tips for Travelers to the People's Republic of China

Tips for Travelers to Russia and the Newly Independent States

Tips for Travelers to South Asia

Tips for Travelers to Sub-Saharan Africa

Consular Information Sheets, *Travel Warnings* and *Public Announcements* may be heard anytime by **dialing** (202) 647-5225 from a touch-tone phone. They are also available at U.S. embassies and consulates abroad, and through airline computer reservation systems, or, **by writing** and sending a self-addressed, stamped business-size envelope to the Office of Overseas Citizens Services, Bureau of Consular Affairs, Room 4811, U.S. Department of State, Washington, D.C. 20520-4818.

Consular Information Sheets*, *Travel Warnings*, *Public Announcements*, and *Consular Affairs' publications can be obtained by accessing Internet at **<http://travel.state.gov>** or by dialing by **202/647-3000** from your **telephone fax**.

White House Travel Procedure and Guidelines

As a reminder, **travel authorizations must be sent to the Financial Manager for White House Travel at least 72 hours prior to departure** for any White House staff member travelling outside the District of Columbia, even if they are accompanying the President or First Lady. This is a requirement for commercial travel cost, hotel costs, car rental, per diem, etc.

In addition, travel authorizations being paid by an outside source must first be approved by Counsel's Office. **This means that the outside source form and the travel authorization must be turned in to the Counsel's Office at least one week prior to travel.** This will allow Counsel's Office and the Financial Manager for White House Travel the time required to process the travel authorization. It will also help ensure that we get the lowest possible airfare and/or hotel rates for each trip.

All travel reservations, including hotel and car reservation, must be made through the American Express Travel Office in Room 87, EEOB, 202-456-2250. Any changes to travel plans must be approved by the Financial Manager for White House Travel before American Express can alter the itinerary.

There are two additional items that I request you reiterate to your staff who travels:

- They are required to pay for all incidentals (i.e. food, movies, personal phone calls) upon checkout from the hotel.
- Insurance for domestic car rentals should not be accepted. It is not a reimbursable item on official trips.

In addition, travel vouchers must be completed promptly upon completion of a trip. **Vouchers must be submitted to the Financial Manager for White House Travel within**

fifteen working days after each trip. Failure to submit vouchers in a timely manner could result in suspension of future travel privileges.

Failure to comply with the guidelines and procedures referenced above may result in denial of requests for future travel and/or for any reimbursement for travel vouchers submitted.

If you have questions, please call Courtland Willman (x 62009).