

RD AN No. 3908 (2036-A)  
October 27, 2003

SUBJECT: Foreign Travel Approval Process

TO: Rural Development State Directors  
National Office Officials

ATTN: Administrative Programs Directors

PURPOSE/INTENDED OUTCOME:

This Administrative Notice re-emphasizes necessary procedures and timeframes to assure the expeditious approval of Rural Development employees' foreign travel requests.

IMPLEMENTATION RESPONSIBILITIES:

Foreign travel requesters must abide by RD Instruction 2036-A, Section 2036.80. It is critical that the Support Services Division, Travel Unit (TU), be contacted at least four (4) weeks prior to the proposed trip in order to obtain the required documents; i.e., passports, visas, and country clearances. A minimum of four (4) weeks is needed to properly process paperwork and clear it through the numerous offices, agencies, and departments before requesting clearance from the respective foreign embassy.

State Directors and National Office Officials should advise all potential foreign travelers of these requirements.

Please contact D. Irene Wofford at 202-692-0030 or  
Theresa Hollowell at 202-692-0227 if you have any questions.

*(Signed Sherie Hinton Henry)*

SHERIE HINTON HENRY  
Deputy Administrator  
for Operations and Management

EXPIRATION DATE:  
October 31, 2004

FILING INSTRUCTIONS:  
Preceding RD Instruction 2036-A

Sent by electronic mail on 10-28-03 at 1:35 p.m. by SSD.