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DLSC-LDT

FEB 11 1997

**MEMORANDUM FOR DISTRIBUTION**

**SUBJECT:** Travel Bulletin 98-02, Planning For Foreign Travel

Foreign travel can be a confusing and trying experience if the traveler is not properly prepared. Attachment one is an outline of areas travelers should consider when preparing for foreign travel; attachment two is a list of some of the resources available to provide in-depth answers to specific travel plans.

Providing a copy of this memorandum with attachments to each employee that may be involved with foreign travel can be the most important assistance you provide to your travelers. Points of contact for further information are your local passenger travel specialist or Deborah Beckner at (703) 767-3622, (DSN 427-3622).

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Colonel, USAF  
Chief, Transportation Team  
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Attachments

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## INTERNATIONAL TRAVEL AIDS

- A. Book Air, Hotel and Ground Reservations
  - 1. Be flexible
  - 2. Use Government Fares, if available
  - 3. Leave copies of itinerary and below documentation with someone at home.
- B. Obtain Necessary Documentation
  - 1. Passport (*reimbursable expense*) and Visa
  - 2. Vaccination/shot Record
  - 3. International Driver's License
  - 4. Notarized copy of birth certificate
  - 5. Copies of all of the above (pack separately)
- C. Get Travel Advisories
  - 1. State Department Advisory
  - 2. Business customs
  - 3. Restrictions (food/plants/animals)
  - 4. Weather
- D. Currency
  - 1. Take some foreign currency for arrival
  - 2. Travelers' Cheques note serial numbers and pack separately
  - 3. Credit Card
  - 4. Some U.S. Dollars
- E. Packing
  - 1. Money and documents in money belt.
  - 2. Medications and extra glasses in hand carry
  - 3. Pack light and appropriate for weather and local customs
- F. Departure
  - 1. Confirm flights to and from 72 hours in advance
  - 2. Confirm Baggage allowance
  - 3. Confirm Seat assignment
- G. While You're There
  - 1. Exchange money
  - 2. Speak slowly, clearly and simply
  - 3. Only use licensed taxis
  - 4. Carry your local address in local language where ever you go
  - 5. Update travelers cheques list once a week
  - 6. Stay healthy
  - 7. Be aware of your surroundings
  - 8. Purchase local phone cards
  - 9. Maintain a working copy of travel claim for later use
- H. Preparation For Return
  - 1. Verify Accommodations bill upon checkout
  - 2. Confirm flight 72 hrs.
  - 3. Pack articles purchased abroad and receipts separately for Customs Inspection
  - 4. Spend or convert local currency to U.S. Dollars
- I. Filing Travel Claim
  - 1. Complete in timely manner

## FOREIGN TRAVEL RESOURCES

1. U.S. State Department Travel Advisory  
[www.travel.state.gov](http://www.travel.state.gov)  
Current Diplomatic climate
2. CIA World Fact Book  
[www.odci.gov/cia/publications/pubs.html](http://www.odci.gov/cia/publications/pubs.html)  
Foreign countries' demographics, governments, economics, geography, etc
3. Federal Reserve Bank  
[www.ny.frb.org/pihome/mktrates](http://www.ny.frb.org/pihome/mktrates)  
Currency exchange rates
4. Centers For Disease Control and Prevention  
[www.cdc.gov/travel/travel.html](http://www.cdc.gov/travel/travel.html)  
Information on disease outbreaks, vaccines, food and water precautions
5. International Airports  
[www.quickaid.com/airports](http://www.quickaid.com/airports)  
U.S. and International Terminal maps, airport ground transportation, hotels, etc.
6. Foreign Clearance Guide, DoD 4500.54G
7. Your Local Travel Office