



DEPARTMENT OF THE NAVY  
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU  
UNIT NUMBER 3800  
APO AA 34031 - 3800

IN REPLY REFER TO  
NMRCINST 12410.1B  
14 Jul 2004

NMRC D INSTRUCTION 12410.1B

From: Officer-in-Charge, U.S Naval Medical Center Detachment  
Lima, Peru

To: Distribution List

Subj: COMMAND INTERNSHIP TRAINING PROGRAM

- Enc: 1 Guest Research Program Information Sheet  
2 Training Agreement for Guest Students, Residents  
and Fellows  
(3) Invention and Patent Agreement  
(4) Written Security Briefing Acknowledgment Form  
(5) U. S. Citizen Registration, Consular Section, U.S  
Embassy, Lima, Peru  
(6) Training Record  
(7) Security Information Sheet  
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1. Purpose. The purpose of the Command Internship Training Program is to provide training, education, and information involving new laboratory techniques and research methodologies to students undertaking studies in the medical and research field. This program is open to college students, post-graduate students and institutional collaborators involved in research studies, hereafter referred to as trainees, who are seeking advanced or professional training at the Naval Medical Research Center Detachment (NMRC D) Lima, Peru,.

2. Cancellation. NMRC D Instruction 12410.1A is hereby cancelled

3. Scope. The provisions of this instruction shall apply to all activities related to participation in the Internship Training Program. Prospective students from collaborating institutions, both local and abroad, may apply for participation. All applications formally endorsed by the respective institution department head will be accepted for review and final consideration. The number of participants and the period of training under the internship training program is limited and as such, subject to constraints based on amount of participants and training duration. All training will be for a

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fixed duration with requests for extension in training severely limited.

4. Action: Trainees visiting NMRCD are receiving important, hands-on experience in the practice of medical research outside the United States. Although providing this training is an important aspect of NMRCD's mission, it also places the individuals at risk of injury and diseases that they may not be accustomed to in CONUS and places the Detachment in a position of potential liability. As such, there are guidelines needed for trainees who wish to participate in NMRCD sponsored research in order to protect both the visiting individuals and the Detachment.

a. All trainees are required to have a Formal letter stating the following:

(1) The full name of the Applicant

(2) Passport Number for Foreign applicants only and Peruvian ID number for Peruvian applicants

(3) Laboratory/Department Internship desired (Bacteriology, Entomology, Parasitology, Veterinary or Virology).

(4) Estimated start and completion date for training considerations. [Minimum of one (01) month to a maximum of six (06) months].

(5) Curriculum Vitae

b. Only after a NMRCD Program Director has agreed in writing to accept the trainee will further planning proceed.

c. All NMRCD Program Directors' agreements to accept trainees will be routed and coordinated through the NMRCD Research Services Department, which will ensure that all essential elements are fulfilled before the trainee's arrival at NMRCD or in Peru. These include the following items:

(1) Trainee's school/department/program will sign the NMRCD Training Agreement (Enclosure 2) and return it to the NMRCD Research Services Department

(2) Trainees themselves will complete and sign the NMRC and U.S. Embassy demographic forms (Enclosure 1 and 4) and the NMRC Invention and Patent Agreement (Enclosure 3).

(3) All non-active duty trainees absolutely MUST demonstrate proof of medical insurance coverage in Peru before arriving in Peru. Documentation of such must be sent to the NMRC Research Services Department prior to arrival in Peru.

(4) Military reservists who will not be on orders during their training in Peru must also provide proof of insurance.

(5) Active duty (reservists on orders) MUST have applied for and received theater and country clearance through their parent command prior to traveling to Peru. Additionally, they must travel to Peru on an official passport and must have been granted a Peruvian visa through the visa resolution process, as applicable in Peru.

d. Most importantly, trainees must have a thorough understanding of the detachment's trainee' regulations while working here in Peru. If the sponsoring Program Director or Officer-in-Charge determine that compliance with trainee regulations has been inadequate, or if work performance has been inadequate, then, the trainee's parent command (or training institution) will be informed that NMRC will end the individual's training. Active duty members will return to their parent command (unless the Officer-in-Charge determines otherwise). Civilian trainees' disposition (in regard to leaving Peru) will be determined by their training institution but their affiliation with NMRC in Peru will be terminated.

e. Security Requirements.

(1) Peruvian Nationals: Before a prospective internship trainee can commence training at NMRC he/she must first undergo a security clearance investigation conducted by the Regional Security Office, United States Embassy. This investigation may take as long as four weeks to complete.

(2) Training will only commence once a favorable clearance has been granted and forwarded to the command by the Regional Security Office.

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(3) Applicants are required to submit the following information in writing for submission to the Regional Security Office:

Applicant's full name

Place and date of birth

(c) National Documentation Identification (DNI) number (Peruvian Nationals).

Passport number (Foreign Nationals)

Father's full name

(f) Mother's full name

Spouse's full name, if married

(4) Trainees who fail to provide the necessary information to the Regional Security Office or receive an unfavorable clearance will not be allowed to enroll in the Internship Trainee Program.

(5) U.S. citizens: Trainees whose stay in Peru will be for longer than 15 days, will be scheduled to attend a Regional Security Briefing at the U.S. Embassy, which takes place every Tuesday, at 0930. Regulations regarding visitors to Peru are set by the U.S. State Department and U.S. Southern Command and change frequently. There may be additional requirements for U.S. citizens that will be detailed by the NMRCD Research Services Department.

(6) In the case of citizens of other nationalities, a Regional Security Briefing handout will be provided to them for reading and then, they will sign a form, stating that they have been informed on the security risks in Peru (enclosure 7).

f. Photographic Identification Passes. Peruvian nationals, who participate in the Internship Training Program, will be provided two, individual, photographic identification passes. One pass will be issued by Centro Medico Naval and authorizes entrance onto the base. The second photographic pass

will be issued by NMRC. This identification pass will allow the trainee into the facility. This pass must be worn and clearly visible to security personnel at all times while on the premises of NMRC. Both passes will be required to enter the base and the laboratory daily. These passes shall be turned at the NMRC Security Manager at the close of business of the last day of training. Trainees are also required to provide and have available an alternate photographic identification document for verification.

g. Vaccination Documentation. Internship Trainees shall present their vaccination documentation to the command Occupational Safety and Health Officer on the initial day of training. This documentation must indicate a current Yellow Fever, Tetanus and Hepatitis B immunization or serology consistent with protection from infection.

h. Internship Trainee Program Guidelines

(1) Working hours:

(a) Monday through Friday from 0800 hours to 1630 hours. Lunch will be from 1200 hours to 1230 hours or a time agreed upon by the laboratory supervisor.

(b) Internship trainees shall not be allowed to work on weekends and federal holidays.

(2) The trainee(s) shall be placed under the supervision of a laboratory supervisor for the duration of the training period.

(3) Internship trainees shall not be assigned duties and responsibilities and left unsupervised.

(4) Internship trainees shall not be placed into supervisory positions or given responsibilities over other trainees or contractors.

(5) Internship training will be for one month to three months in duration. However, under extreme or special circumstances training can be extended up to an additional three months for a maximum period of six months.

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(6) Extension of training requests must be submitted within the initial two-month period. A written request shall be submitted in writing to the department head, Department of Research Services, and command security officer for consideration and then forwarded for final approval by the Officer-in-Charge.

(7) The Department of Research Services will then issue a letter of extension in training once the final approval has been obtained. The original will be provided to the internship trainee with a copy of this extension approval letter placed in the individual's training file to properly record the length of training. With this extension letter, the trainee may request an extension of his Centro Medico Naval and NMRCD photographic identification card with the command receptionist.

(8) Trainees are not permitted to continue working on a voluntary basis at NMRCD without written permission from the Department Head and Officer-in-Charge.

(9) Internship trainees are advised to use public transportation. Vehicle parking at the command is limited and reserved for assigned staff employees. If trainee(s) drive to NMRCD, they must seek permission to park elsewhere on the Centro Medico Naval grounds and then walk from that parking area to NMRCD.

(10) Internship trainees will be issued aprons and laboratory coats that are to be worn while working inside the laboratory area. The wearing of an apron, laboratory coat, gloves or masks is not permitted outside the working area of the laboratory.

(11) Trainee(s) must sign in and out each day in the logbook located at the reception Desk. This is mandatory with no exceptions. Failure to abide by these guidelines may result in immediate termination of training.

(12) Trainees are responsible for reporting their absence from training. For all planned absences notification shall be made in writing to the laboratory supervisor and/or department head. In case of unplanned absences from training, notification must be made prior to 0830 hours the morning(s) of

the absence. This notification can be made telephonically to the laboratory supervisor and/or department head. Unexplained absence(s) from training will result in the assumption of cancellation for further training on behalf of the internship trainee and removal from the program.

(13) Internship trainees are not authorized use of the medical library facility on Tuesdays and Thursdays from 1300 hours to 1600 hours. The medical library is reserved for outside visitors at this time.

(14) Internship trainees are allowed limited use of the copy machine located in the medical library. They may make a reasonable amount of copies per day in support of their training requirements. The reasonable amount of copies shall be determined, by either the department head, laboratory supervisor, or the supervisor of the Department of Research Services. If the trainee needs to make copies that exceed this amount, then a request must be put in place by the laboratory supervisor.

(15) Internship trainees are not authorized outgoing personal calls. The exception to this policy is only in case of an emergency.

(16) Internet access by Internship trainees is restricted and limited to the search of scientific information in relation to their training or work assignment. Any trainee found accessing inappropriate websites from NMRCD computers; i.e. pornographic, gambling, e-shopping, etc., will be terminated immediately.

(17) Internship trainees shall receive a "Certificate of Internship Training Completion" signed by the Officer-in-Charge. The laboratory supervisor shall submit to the Research Support Department, through his/her department head, notification of pending completion of the required training in a timely manner in order to present the certificate(s) on the last day of training.

## 5. Responsibilities

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a. The sponsoring department head will be held directly responsible for the conduct of the internship trainees while assigned to their department and designated laboratory or worksite.

b. The department head shall designate in writing a senior laboratory technician or supervisor to oversee the daily training and activities of the internship trainee. The internship trainee will remain under the direct supervision of the designated department head or technician throughout the period of training.

c. The department head will also ensure that each internship trainee receives indoctrinational and training on safety procedures and precautions, institutional review board ethics and occupation health. This training shall be performed prior to commencement of the initial rotation into the laboratory or field site environment. Written documentation of this training shall be maintained on file by the department head with a copy of all training forwarded to the Command Safety Officer for record. Appendix 5 is the form used to document the training received by the internship trainees.



G. J. MARTIN

GUEST RESEARCH PROGRAM INFORMATION SHEET

NAME

SERVICE

RANK:

DOB

SSN:

BIRTH CITY:

BIRTH COUNTRY:

CITIZEN OF:

HEALTH INSURANCE CO.:

POLICY No.

COVERAGE FOR PERU?

YES

NO

PROFESSIONAL STATUS

STUDENT

IF YES, WHAT SCHOOL?

WHAT PROGRAM?

IS THIS ROTATION FOR CREDIT?

YES

NO

PROGRAM DIRECTOR:

RESIDENT OR FELLOW

IF YES, WHAT HOSPITAL?

WHAT PROGRAM?

IS THIS ROTATION FOR CREDIT?

YES

NO

PROGRAM DIRECTOR:

DATE ARRIVING PERU:

DATE DEPARTING PERU:

NMRC D SPONSOR

PROJECT ASSIGNED

Enclosure (1)

TRAINING AGREEMENT FOR GUEST STUDENTS, RESIDENTS, AND FELLOWS

Although NMRCDC's primary goal is, of course, medical research, an aspect of the Navy and DoD's research mission is to train scientists to join research and development in the future. The staff look forward to the opportunity to give you exposure to research in a developing country but there are a number of things you must consider for your stay with us:

1. It takes considerable time and effort for a research team to orient you to their project and provide the supervision needed to ensure that you have a good learning experience, as well as perform work that is acceptable for a research protocol.
2. Working in the developing world is, at times, frustrating and, at times, dangerous. Expect that things will take longer than you expect and that rules regarding your safety and security will be strictly enforced.
3. The possibility of developing illness while in Peru is actually a probability, you almost certainly will develop at least mild illness while visiting here. The potential for serious illness, requiring hospitalization, or even medical evacuation back to the U. S. is much higher here than in CONUS.
4. Although the opportunity to travel in Peru and experience the culture are, quite appropriately, goals for many trainees, it must be remembered that your primary goal is medical research. If this is not the case, then you should consider training elsewhere than NMRCDC.

With the above background there are a few rules that you must agree to prior to being accepted for a training rotation at NMRCDC:

1. Active duty trainees assigned here are subject to the military chain of command at NMRCDC.
2. Civilian trainee at NMRCDC, although not subject to military orders, may have their affiliation with NMRCDC terminated and their training institution notified if they fail to adhere to detachment regulations.

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All required demographic forms, institutional agreements, as well as this training agreement must be received by NMRCD prior to your arrival in Peru.

Regulations for security training for permanent staff and visitors change frequently. You may be required to review materials on line or attend training in person at NMRCD or the American Embassy. The NMRCD training department will let you know what training you must receive at the time of your training. Requirements will be strictly enforced.

Travel in Peru is restricted for US citizens due to security concerns in some areas. You will be briefed about restricted areas and are prohibited from travel to these areas.

While you are attached to NMRCD, you must inform the NMRCD training department of any travel you plan. This ensures that we can contact you in the event your family or training institution is trying to contact you and allows NMRCD to determine if you are in potentially unsafe areas.

Health concerns for you while in Peru are of paramount importance. You must arrive in Peru with required immunizations, antimalarials and antibiotics. Although NMRCD staff often include physicians, NMRCD does not stock vaccines and medications. The training department will give you an up to date list of recommended pre travel health items. Be aware that frequently these are quite expensive and often not covered by insurance. These will be reviewed with you again upon arrival in Peru.

Early reporting of illness to NMRCD staff sponsoring you is important, since symptoms which may be of little concern in the U. S., may be early signs of serious illness. If a NMRCD staff physician recommends laboratory testing, or change in travel plans because you are ill, it is expected that you will comply with these recommendations. Civilians who choose not to follow physician recommendations may be asked to end their tour and return to CONUS.

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INVENTION AND PATENT AGREEMENT

In the absence of any other valid agreement determining the respective rights of the U. S. Government and the undersigned to inventions and patents arising from the work of the undersigned at NAVMEDRSCHCENDET during tenure as a research fellow, the present agreement will govern.

Because early and adequate documentation is essential to the preservation of legal rights in inventions, the undersigned agrees to keep a written record of his/her work in a bound laboratory notebook in the manner specified for Navy scientific personnel in OCNRINST 5210.2 and as set forth in NAVME..... Instruction 5210.2

The undersigned agrees that the respective rights of the U. S. Government and the undersigned to his/her inventions and patents will be determined according to the criteria set forth in Executive Order 10096 and implementing rules and regulations including 37 C. F. R. chapter V, part 501 et seq. approved November 1988, by which the President established a basic Government patent policy with respect to inventions made by its own employees. In addition, I have been informed that copies of these invention regulations will be made available upon request. Determinations of rights by the Naval Medical Research and Development Command, Intellectual Property Counsel made in accordance with these invention regulations will be conclusive. By the term "invention" I mean all forms of intellectual property including the creation of cell lines, computer programs, and the like.

The undersigned agrees further to report promptly to Counsel of Naval Medical Research and Development Command all inventions conceived or made under the conditions specified in Executive Order 10096 and upon request to assist the Government in the preparation and prosecution of any patent applications filed by the Government for his/her inventions which are covered by this agreement. Further, I agree to assist in the preservation of any patents or registrations subsequently issued or filed by the Government on the invention. In addition, I agree to assist and support any contracts for the commercialization of my inventions, which are covered by this agreement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Signature

Enclosure (3)

WRITTEN SECURITY BRIEFING  
ACKNOWLEDGMENT FORM

I certify that although I was unable to attend a security briefing, I have received written briefing materials which present an overview of the terrorist, criminal and intelligence threat at post, embassy security procedures, residential security and suggestions on how to enhance my personal safety.

I also certify that I have received written materials outlining my responsibilities to report contacts and associations with individuals from countries which are considered to pose an exceptional counterintelligence threat to the U.S. and that this list of countries is available from the RSO office.

I understand that this policy applies to all U.S. Government employees on official duty abroad who are under the authority of the Chief of Mission

I understand that my failure to comply with this policy provides grounds for appropriate disciplinary action.

I understand that I should caution my adult dependants about the potential threat from foreign intelligence services and encourage them to report any attempts by foreign nationals to exploit them.

I understand that if I have any questions regarding this policy, I should raise them with the security office while abroad and the Department of State's bureau of Diplomatic Security (DS/ICI/CAS) when in the United States.

I also certify that I have received written materials on policies regarding travel to critical human intelligence threats posts and countries and that these policies apply to all U.S. citizen and local national employees under the authority of the Chief of Mission.

I also certify that if I am an employee of STATE, USAID, USDA or COMMERCE, or a STATE contractor, I am subject to 3 FAM 629 contact reporting requirements regarding marriage, equivalent

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bonds and cohabitation with foreign nationals, and that I have also received written materials on these policies.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: (typed or printed): \_\_\_\_\_

Position/Section/Agency: \_\_\_\_\_

U.S. CITIZEN REGISTRATION **CONSULAR SECTION** U.S. EMBASSY LIMA, PERU

Surname		Given Name	
NAME			
ALIAS			
ADDRESS		POSTAL CODE	COUNTRY
IN PERU	CITY	STATE	

GENDER	M	F
PLACE OF BIRTH	CITY OF BIRTH	SOCIAL SECURITY NO.
	DATE OF BIRTH	

PHONE NO.	LOCATION	PASSPORT NUMBER
CEL - PHONE	Number/Address	PASSPORT ISSUANCE DATE
E-MAIL		PASSPORT EXPIRATION DATE
OTHER		PLACE OF ISSUANCE

ADDITIONAL INFORMATION	HAIR COLOR	EYE COLOR	MARRIED	SINGLE	DIVORCED	SEPARATED
HEIGHT (m or in)						
DEPARTURE DATE		LENGTH OF STAY				

IN CASE OF EMERGENCY, NOTIFY

NAME	
ADDRESS	

CITY	STATE	POSTAL	COUNTRY	RELATIONSHIP
EMPLOYMENT/ TRAVEL INFORMATION IN PERU				
NAME	TYPE OF BUSINESS/COMPANY	POSITION	TELEPHONE NO.	ZIP CODE/ ZONA POSTAL
ADDRESS				

OTHER INFORMATION


\*Please submit complete application form with original US passport

\_\_\_\_\_

Name

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Middle

I hereby authorize the US. Embassy Lima to release information about me to the persons listed on the reverse side.

Por medio de la presente autorizo a la Embajada Americana en Lima a proporcionar información sobre mi persona a las personas indicadas en el reverso de esta tarjeta.

#

\_\_\_\_\_

Sig / Firma

DATE:

Address in Perú \_\_\_\_\_

City \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact

\_\_\_\_\_ Relation \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip

Notify

Family / Friends

Press

Members of Congress

Others (Specify)

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IN-HOUSE TRAINING RECORD

TYPE OF TRAINING	PROVIDED BY	DATE	TIME	SIGNATURE
<b>Indoctrinational</b>				
<b>Safety</b>				
<b>Occupational health</b>				
<b>IRB education</b>				



# PERU

## SECURITY INFORMATION SHEET

**Note:** This security information sheet contains information intended for U.S. Government personnel traveling and working in Peru. The phone numbers and offices listed in this information sheet are intended for use by U.S. Government personnel only. This report does not contain information that is otherwise unavailable to the American public. The U.S. Embassy strongly encourages the general public to consult the State Department's Consular Information Sheet for Peru, which can be accessed on its main web page ([www.state.gov](http://www.state.gov))

**OVERVIEW:** Over the past year, the security situation in Peru has changed, resulting in a higher State Department terrorism threat rating for Peru. Peru is now rated "High" for indigenous terrorism and "Critical" for crime. In the last year, terrorist incidents have slightly increased in the capital as well as in other parts of the country. The crime rate is up and Americans continue to be victimized, particularly in tourist areas and at their residences. Certain areas throughout Peru have been designated by the Embassy as Restricted Travel Areas (see the attached security notice), and travel into these areas is not permitted without prior approval from the Regional Security Officer and Deputy Chief of Mission. Traffic congestion, accidents, narrow roads and poor lighting make driving in Lima and throughout Peru dangerous and stressful.

**CRIME:** Crime has taken over from terrorism as the nation's leading security concern. The U.S. Department of State recently changed its threat rating for crime from "High" to "Critical," the highest rating possible. Lima shares many of the same problems that plague all major cities of the world. Unfortunately, street crime, which includes purse snatching, pickpocketing and jewelry theft, is one of those problems. Individuals who exercise caution and common sense can avoid becoming victims of petty street crime and most other types of crime that plague the city.

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The threat of street crime is greatest in areas that attract large crowds, particularly crowds of tourists or wealthy Peruvians. A crowd allows a thief (or thieves, since petty thieves often operate in a group) the opportunity to select and approach the potential victim without attracting attention. You should be especially careful when visiting tourist areas in Lima such as The Plaza de Armas (Government Square), The Plaza San Martin, Acho Bullring, Pachacamac, and any location in downtown Lima, including areas surrounding the Sheraton Hotel. Additionally, municipal markets as well as the Gamarra textile district of La Victoria should be avoided whenever possible. Mission residences, as well as the shops and restaurants most often frequented by Embassy personnel, are located in the southern and western sections of the city where there is generally less street crime than in other parts of the city. Even so, it is advisable to exercise precautions wherever you go in Lima. Street crime is less prevalent in cities outside of Lima. Here, the majority of crimes are pickpocketing, bag thefts and muggings, with tourists being the targets of most street crime.

Only carry with you what you need. Whenever possible keep cash and identification in your front pockets. Do not carry credit cards or other items that you do not need or intend to use. Replacing items such as credit cards, stateside driver's licenses, and other identification while in Peru can be difficult and time-consuming. The Embassy recommends that handbags not be carried, but if they are, they should be tucked into the crook of an arm, or if carrying a bag with shoulder strap, do not allow the bag to hang freely; keep a hand over the clasp. A general rule to follow when you know you will be walking on the street is to never carry anything that you cannot afford to lose.

The same general precautions apply to wearing jewelry. It is recommended that small post type earrings be worn in place of large hoop earrings. Necklaces should be kept under a blouse or sweater so they are not visible. Watches should also be kept under a coat or shirtsleeve when walking on the street. All jewelry should be removed prior to going to a market or other crowded areas.

Counterfeit U.S. currency is a growing and serious problem in Lima. In many areas of the city, moneychangers openly change money on the street. These individuals should be avoided as they are a conduit for counterfeit currency and in many cases, work in league with pickpockets by pointing out "well heeled" (wealthy) potential victims. In addition, these individuals have frequently been the victims of violent robberies in which bystanders have been injured. There have also been several reported incidents of counterfeit currency being paid out as winnings by casinos, though the Embassy has not received reports of this happening at larger, well-known casinos.

The theft of U.S. passports is quite common in Peru. Personnel are advised not to carry their U.S. passports whenever possible. A copy of the data page, the page with the Peruvian visa and a copy of the page with the Peruvian entry stamp should be carried along with some other type of valid photo identification such as a U.S. driver's license or military identification card. Replacing a lost or stolen passport is also a time-consuming effort.

**TAXIS:** Taxis are plentiful and provide an inexpensive way to get around Lima. A few simple precautions will ensure that your ride is uneventful.

**Criminals are known to utilize taxis as a means of committing their crimes. Several Embassy employees have been the unfortunate victims of armed robberies by**

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taxi drivers. Therefore, the Embassy advises that you not take street taxis whenever possible, but rather rely on radio-dispatched taxis or car companies. The cost difference is minimal, and the small difference you pay between those taxis and street taxis is nothing when compared to the possibility of being robbed or the victim of other crimes. We advise you not to enter a cab that contains anyone other than the driver. Whenever you enter a taxi, lock the rear doors and roll the rear windows up if possible. As you ride around Lima you will notice vendors selling cigarettes, candy, newspapers and other small items from the medians and curbs of streets. The vast majority of these people are legitimate vendors. However, when the taxi or other vehicle is stopped, the street thief, concealed by the hawker's commotion, will take advantage of an unlocked door or rolled down window and reach into a vehicle to steal bags, purses, packages, watches or whatever they can reach. In some instances thieves will smash a car window in order to steal an item. It is wise to put all packages in the trunk when traveling in a vehicle. It is also recommended that you not sit in a parked car as there have been assaults against persons who were waiting in parked cars for extended periods of time.

A special travel note; taxis in Lima are not metered. Be sure to negotiate the fare with the driver before you get in a taxi. Taxi drivers and other vendors routinely overcharge foreigners, and US citizens in particular. Bargaining for a reasonable fare is expected and appropriate. Don't be afraid to ask Embassy personnel or trusted friends who live in Lima what an appropriate fare would be for your destination.

**HOTEL SECURITY:** Personnel in Peru on temporary duty (TDY) generally stay in hotels where the Regional Security Office has conducted security surveys, and hotel management is aware of our concern for the safety and well being of U.S. personnel. That being said, basic security features such as deadbolt locks, door viewers, and smoke alarms are sometimes lacking in local hotels. Do not leave money, jewelry, passports, or valuables in your unoccupied room. Rely on the hotel's safe deposit box whenever possible. Also, take note of where the stairwells and fire extinguisher(s) are located in case of an emergency. Finally, keep an eye on your possessions when in lobbies or other public areas of the hotel, as there have been thefts in many hotels frequented by U.S. personnel.

**DRIVING IN PERU:** Driving in Peru and in Lima particularly is stressful, hectic and often dangerous. Peruvian drivers obey virtually no traffic laws, turn without signaling, run red lights, straddle lanes, turn left from the far right lanes or right from the far left lanes, and routinely cut off other drivers. They also operate unsafe vehicles, such as vehicles without brake lights or headlights. If involved in a traffic accident, use your cell phone to call COSMOS. NEVER ever drive without a cell phone.

## **WHAT TO DO IF YOU ARE INVOLVED IN A TRAFFIC ACCIDENT:**

- 1** Drivers should not move their vehicle unless directed to do so by the police, or if you feel maintaining its position presents a danger to the occupants.
- 2** Assess any life-threatening injuries and provide first aid to the best of your ability.
- 3.** Contact COSMOS (618-2935), and request that they dispatch a mobile patrol unit to the scene.

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4. Provide your name, location and a brief statement of the accident circumstances.
5. If there are any injuries, request that COSMOS send an ambulance.
6. Contact your insurance company. Your insurance policy number and company telephone number should always be carried in your car.
7. Avoid arguing with the other party. Avoid admitting liability or offering to pay for the damages.
8. Obtain as much information from the other driver as possible. Full name, LE Number, Driver's license number, make, model, year and license plate of the vehicle, vehicle registration number, insurance company and telephone number, policy number.
9. Once the patrol unit and the police arrive on the scene, cooperate with the police.
10. Accompany the patrol unit and the police to the police station to complete the police report. Note that if you fail to complete a police report, your insurance company will likely refuse to make any payments related to the accident.

If the police request that you take a blood test, refuse to do so and inform the police that you have diplomatic status. U.S. citizen personnel associated with the Embassy need not submit to blood tests or fingerprinting. If necessary, contact COSMOS by telephone for assistance in dealing with the police.

12. Obtain the police report when it is ready - usually within 24-48 hours. Insurance companies will often pick up the police reports if requested to do so.

### **WHAT TO DO IF STOPPED BY THE PERUVIAN POLICE:**

1. Always carry a cell phone when driving.
2. Cooperate with the police and attempt to resolve the situation.
3. Do not ignore or attempt to drive away from the police.
4. Provide your driver's license and vehicle registration card.
5. Provide your carnet and or passport if requested to do so.
6. If you have committed a traffic offense, expect to be issued a traffic citation. Traffic citations can be paid at a bank the next day.
7. Do not attempt to bribe the police. This can only make the situation worse.

8. If asked to exit the vehicle, or if asked for permission to search the vehicle, packages or bags in the vehicle, explain that you have diplomatic status and present your carnet or diplomatic passport.
9. If the situation cannot be resolved, contact COSMOS for assistance.
10. If COSMOS cannot resolve the situation over the cell phone with the police, an Embassy Mobile Patrol unit will be dispatched to assist you.

## **WHAT TO DO IF YOU ARE THE VICTIM OF A CRIME:**

1. Contact COSMOS (618-2935) and relate what has happened.
2. If you are injured, request that COSMOS dispatch an ambulance and a mobile patrol unit.
3. If you need to speak with an American Security Officer, request COSMOS contact the RSO Duty Officer.
4. File a Security Incident Report the following working day in the Regional Security Office (RSO).
5. The RSO will want to speak to you directly regarding the incident.

## **TERRORISM**

Terrorism continues to pose a significant threat to U.S. Government personnel traveling and working in Peru. As a result, travel to certain areas of the country by official U.S. Government personnel is restricted or prohibited, depending on the areas involved. The two principal terrorist groups operating in Peru are Sendero Luminoso (Shining Path) and the Tupac Amaru Revolutionary Movement (MRTA).

**Sendero Luminoso:** In 1992, the Peruvian government dealt a major blow to Sendero Luminoso (SL) when it captured its leader, Abimael Guzman. The group has since splintered into factions with differing philosophies. Today, the majority of SL attacks take place within the Embassy restricted travel areas. However, recent incidents serve as a reminder that SL is still active and highly capable of conducting terrorist operations in "protected" areas of the capital. On March 20, 2002 Sendero Luminoso detonated a small explosive device outside a local Telefonica office in the Los Olivos district of Lima, followed by a large car bomb in the El Polo Shopping Center across the street from the U.S. Embassy. This bombing resulted in the deaths of ten people and the wounding of several others. However, terrorist activity in Lima has fallen considerably since 1996. In 1997, there were 23 terrorist incidents in Lima, compared to two in 1998. Both 1998 incidents were conducted by Sendero Luminoso, and occurred in the outlying shantytowns of Lima. In 1999 there were no terrorist attacks in Lima, and in 2000 there was one attack, the dynamiting of power transmission towers serving the city. However, 2001 saw a noticeable rise in terrorist activity by Sendero Luminoso operatives. A bombing outside the

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National Elections Headquarters has been attributed to this group. In addition, several SL operatives were observed conducting surveillance near the U.S. Embassy and after they were detained admitted they were preparing for a possible terrorist attack against the building and other U.S. Government-associated facilities in Lima. SL is also credited with downing several large power pylons in the outskirts of Lima late in the year. And finally, SL operatives placed several mock explosive devices with Sendero propaganda in selected areas of town. For now, Sendero Luminoso is still quite active in the Embassy's "Restricted Travel areas", mainly in the Apurimac/Ene River Valley and the Upper Huallaga River Valley.

**MRTA:** MRTA has been severely hurt by government forces in past years and now has only very limited activity in the eastern province of Junin. Most of their political aims have been discarded and they are acting as common criminals. The last MRTA bomb attack in Lima occurred in January 1994 when two terrorists detonated a street vendor's cart loaded with 5 kilos of dynamite at a busy intersection downtown. An attempt in December 1995 by MRTA to reestablish itself in Lima was crushed by the police during a several hour shoot-out and confrontation during which hostages were taken. The most recent and widely-publicized action by MRTA was the capture of the Japanese Ambassador's residence in 1996, which lasted 128 days and ended in an assault by Peruvian counter-terrorist forces in which all the MRTA terrorists involved in the incident were killed. In 2001 the U.S. State Department removed MRTA from its list of terrorist organizations. However, most MRTA activities are limited to fund raising, primarily in Europe.

The Embassy has designated certain areas within Peru as "Restricted Travel Areas." All official travel to these areas must be approved in advance by Deputy Chief of Mission (DCM). Terrorist groups and narcotics traffickers operate in these areas and Peruvian security forces cannot guarantee travelers' safety. If official duties require that you travel to an emergency zone, check with the Regional Security Office regarding security procedures. Overland travel outside Lima is prohibited at night except for commercial bus travel along the Pan American Highway between Tumbes, Lima and Tacna. If you want to travel on the weekend, schedule daytime transportation and make lodging reservations in advance. It is also prudent to advise the security office of your itinerary. In the event that you have a breakdown or are otherwise delayed, we can ensure that you are assisted if we know where you are located.

## **EMBASSY ACCESS AND IDENTIFICATION**

Department of State policy mandates that all employees display their photo identification badges to the Marine Security Guards (MSG) or other security personnel in order to gain access to the Embassy. Visitors and new arrivals that do not have badges may be issued temporary badges from the MSG at Post Two in the Main Lobby. Please contact the RSO office when TDY personnel are expected to arrive. A list of the names and clearances is required. MSG Post Two will then distribute the proper TDY badge to the visitor after a picture ID is presented to verify identity. All visitors wishing to access the building who do not have an Embassy identification badge must be escorted by a member of the section hosting the visitor. Department regulations require that all personnel wear their identification badges and ensure they are visible while on the Embassy compound and in the buildings. Finally, all temporary badges are to be turned to the Marine Security Guards prior to departing the Chancery compound. Temporary badges are NOT NOT to be taken off the compound for any reason,

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even if it includes going across the street to eat lunch. The loss or theft of an Embassy badge should be reported immediately to the Marine Security Guard or Regional Security Office.

**CONTROLLED ACCESS AREAS:** Various sections within the building are designated as Controlled Access Areas (CAA). Only cleared U.S. citizen employees with valid security clearances have unescorted access to these areas. These areas of the building are clearly marked with white CAA signs with bright red lettering. In addition, there are specific procedures for items brought into the CAA. All items destined for the CAA must be procured in the U.S. and secure shipped to post, randomly purchased locally by a cleared U.S. citizen, or X-ray inspected by the security office prior to being brought into the CAA. Finally, no construction may occur in the CAA without prior RSO authorization. **CELLULAR TELEPHONES ARE NOT PERMITTED IN CONTROLLED ACCESS AREAS.** The Embassy has installed storage boxes for cellular telephones for each CAA.

**EMBASSY VEHICLE ACCESS:** Vehicular entrance to the compound is limited, and all cars and trucks must stop at the Sally Port entrance to be visually inspected and screened for explosives. ADM/GSO has a copy of the parking policy on file. Taxis and cars without parking passes will not be allowed into either the interior or satellite parking lots. The Commissary distributes the parking passes via your respective agency/section chiefs. Only the Regional Security Office is allowed to permit vehicles without the proper parking pass onto the Embassy compound.

**EMBASSY EMERGENCY RADIO NETWORK AND WARDEN LIST:** The Embassy operates an emergency radio network with MSG Post 1 (call sign "Zulu"), being net control. All permanently assigned personnel are provided with an emergency radio to be kept in their residences. Radio drills are conducted monthly. The Embassy also has a warden calling tree network established to notify personnel in the event of an emergency. Please ensure that your radio is kept fully charged and that you are familiar with its operation. Contact the Regional Security Office with any questions regarding the use or operation of your emergency radio.

**CUSTOMS REGULATIONS:** Peruvian law strictly prohibits the export of antiques and artifacts from pre-colonial civilizations. Personnel buying art should be aware that unscrupulous traders may try to sell them articles that cannot be exported from Peru. Such articles may be seized by Peruvian customs authorities and the bearer may be subject to criminal penalties. Travelers who purchase reproductions of colonial or pre-colonial art should buy only from reputable dealers and should insist upon documentation from Peru's National Institute of Culture (INC) showing that the object is a reproduction and may be exported. Peruvian customs authorities may retain articles lacking such documentation and forward them to INC for evaluation. If found to be reproductions, the objects eventually may be returned to the purchaser, but storage and shipping charges are the responsibility of the purchaser.

Vendors in jungle cities and airports sell live animals and birds, as well as handicrafts made from insects, feathers, or other natural products. Under Peruvian law protecting the country's biodiversity, it is illegal to remove certain flora and fauna items, such as these, from their place of origin to another part of Peru or to export them to a foreign country. Travelers have been detained and arrested by the Ecology Police in Lima for carrying such items.

**CRIMINAL PENALTIES:** While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking

the law can be more severe than in the United States for similar offenses. Persons violating Peruvian laws, even unknowingly, may be expelled, arrested or imprisoned.

Penalties for possession, use, or trafficking in illegal drugs in Peru are strict and convicted offenders can expect long jail sentences and heavy fines. Peruvian police are efficient at detecting drug smugglers at Lima's international airport and at land border crossings. Since 1995, more than 35 U.S. citizens have been convicted of narcotics trafficking in Peru. Many of these U.S. citizens were recruited in the U.S. by drug traffickers who offered free trips to Peru and the chance to earn quick cash. Anyone arrested on drug charges, regardless of nationality, will face protracted pre-trial detention in poor prison conditions.

Personnel should be aware that some drugs and other products readily available over-the-counter or by prescription in Peru are illegal in the United States. In 1998, several travelers from Peru were jailed when found by U.S. Customs to be in possession of the prescription sedative Flumitrapezan, trade name Rohypnol, which is banned in the U.S. Although coca-leaf tea is a popular beverage and folk remedy for altitude sickness in Peru, possession of these tea bags, which are sold in most Peruvian supermarkets, is illegal in the United States.

**EMERGENCY PLANS:** Expect the unexpected. Car accidents, muggings, assaults, health problems, incidents involving local police or military - what do you do? Call or radio the Embassy and explain your situation to the Local Guard Force, 24-hour coordination center. Their call sign is COSMOS and they can dispatch a mobile patrol unit to your location immediately for assistance. In addition, we recommend you call the Marine Security Guard Detachment, Post One and explain your situation. Lima is a large metropolitan area and it's easy to get lost. Use a map to familiarize yourself with the city, always travel with a cell phone, and keep emergency phone numbers available.

**COSMOS - 618-2935**

**MSG Post One - 618-2936  
(After Hours)**

**Embassy Operator - 434-3000 (During Working Hours)**

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# RESTRICTED TRAVEL POLICY

October 15, 2003

**Security Notice No. 19/03**

**TO:** All Agency and Section Heads  
**FROM:** RSO – Rick Watts  
**SUBJECT:** Restricted Travel Policy  
**ATTACHMENT:** Restricted Travel Area Map

## Restricted Travel Area:

Post has designated certain regions of Peru as being “restricted” to travel by U.S. Government employees, contractors, grantees and their dependents. Regions of Peru are included in the Restricted Travel Area based on reports of terrorist, cocalero, and criminal actions in the Province or Department during the past three calendar years.

**Note: Policies and areas outlined are subject to change by the COM and DCM.**

## Applicability:

- All U.S. Government employees, direct-hire contractors (PSA/PSC/FMA/PIT, PCS, TDY) grantees (Fullbright) and their dependents.
- U.S. military personnel (PCS or TDY) and their dependents.
- All direct-hire Peruvian FSN or PSA U.S. Government employees traveling on official business.

## Approval Process:

If U.S. Government employees are required to travel within the Restricted Travel Area, their Agency or Section Head must send a request to the RSO. The RSO will study recent reports for the area and make a recommendation to the Deputy Chief of Mission (DCM) on whether the travel should be approved.

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**The requesting Agency or Section should provide the following information to the RSO at least one week prior to travel:**

1. Names of travelers.
2. Daily itinerary (specific cities or towns to be visited).
3. Lodging location (specific hotel/base and telephone contact information).
4. Mode of travel (plane, train, or automobile) and overland travel route.
5. Security (if any PNP or Peruvian Military security has been arranged).
6. Purpose of travel (why must they travel to this area?).

This information can be submitted to RSO via interoffice mail or via email sent to:  
RSOLIMA@State.gov

Certain locations within the Restricted Travel Area do not require RSO approval. For example, air travel to many cities or larger towns is permitted but road travel would be restricted. These cities and towns are listed in the Restricted Travel Area as "Permitted" and are marked in green on the attached map.

**DAO, DEA, NAS, ORA Policy:**

DAO, DEA, NAS and ORA should provide RSO a monthly list of anticipated duty assignments for any of their personnel working in the restricted travel area on a regular TDY basis.

**Vacation Travel:**

Requests by American citizen U.S. Government employees to conduct personal or vacation travel to the Restricted Travel Area will not be approved. FSNs are permitted to travel to these areas for personal reasons, and are not required to contact the RSO for permission. However, travel to these areas should be minimized and travelers should exercise caution.

**Nighttime Road Travel Prohibition:**

Nighttime road travel is prohibited for all U.S. Government employees, contractors, grantees, and dependents anywhere in Peru, including within the Restricted Travel Area. This prohibition applies to any road travel between towns or cities (but not within towns or cities). This applies to official travel or personal travel. This applies to FSN or PSA employees conducting official travel as well.

The only exception is that nighttime travel by commercial bus on the Pan-American Highway is permitted for official or personal travel. Road travel along this route, by means other than commercial bus service, and nighttime travel via commercial bus service along other routes anywhere in Peru, continues to be prohibited.

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## Description of Restricted Travel Area

**Ancash:**

Restricted: Province of Pallasca.

**Ayacucho:**

Restricted: Provinces of La Mar and Huanta.

Daylight road travel from Ayacucho to San Francisco.

Permitted: Daylight road travel from Ayacucho City to the city of Huanta.

Staying within the city limits of Huanta.

Daylight road travel from Pisco to Ayacucho City.

**Cuzco:**

Restricted: 20-kilometer swath of territory contiguous to the Apurimac River and Ayacucho Department.

Permitted: Everywhere else including Machu Pichu area and City of Cuzco.

**Huancavelica:**

Restricted: Provinces of Acobamba, Churcampa, and Pampas

Permitted: Train travel from Huancayo to Huancavelica City.

Daylight road travel from Pisco to Ayacucho City.

**Huánuco:**

Restricted: All areas. Road travel is no longer permitted in this Department.

Permitted: Flying into and staying within the city limits of Huánuco and Tingo María.

**Junín:**

Restricted: Provinces of Satipo and Concepcion east of the Rio Mantaro.

Permitted: Daylight travel from La Merced to Satipo.

**La Libertad:**

Restricted: Provinces of Pataz and Sanchez Carrión,

**Lambayeque:**

Restricted: Lambayeque Province northeast of Olmos and east of the Pan-American Highway.





# TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. **PRESS HARD. DO NOT** use pencil. If more space is needed, continue in remarks.

**1. PAYMENT**

Electronic Fund Transfer (EFT)      Split Disbursement: Amount to Government Travel Charge Card  
 Payment by Check     \$ \_\_\_\_\_

**2. NAME (Last, First, Middle Initial) (Print or type)** \_\_\_\_\_

**3. GRADE** \_\_\_\_\_

**4. SSN** \_\_\_\_\_

**5. TYPE OF PAYMENT (X as applicable)**

TDY      Member/Employee  
 PCS      Other  
 Dependent(s)      DLA

**6. ADDRESS. a. NUMBER AND STREET** \_\_\_\_\_

**b. CITY** \_\_\_\_\_

**c. STATE** \_\_\_\_\_

**d. ZIP CODE** \_\_\_\_\_

**e. E-MAIL ADDRESS** \_\_\_\_\_

**7. DAYTIME TELEPHONE NUMBER & AREA CODE** \_\_\_\_\_

**8. TRAVEL ORDER NUMBER** \_\_\_\_\_

**9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES** \_\_\_\_\_

**10. FOR D.O. USE ONLY**
**a. D.O. VOUCHER NUMBER** \_\_\_\_\_

**b. SUBVOUCHER NUMBER** \_\_\_\_\_

**11. ORGANIZATION AND STATION** \_\_\_\_\_

**c. PAID BY** \_\_\_\_\_

**12. DEPENDENT(S) (X and complete as applicable)**

ACCOMPANIED      UNACCOMPANIED  
 a. NAME (Last, First, Middle Initial)     b. RELATIONSHIP     c. DATE OF BIRTH OR MARRIAGE

**13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)** \_\_\_\_\_

**d. COMPUTATIONS** \_\_\_\_\_

**14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)**  
 YES      NO (Explain in Remarks)

**15. ITINERARY**

a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					

**e. SUMMARY OF PAYMENT**

- (1) Per Diem
- (2) Actual Expense Allowance
- (3) Mileage
- (4) Dependent Travel
- (5) DLA
- (6) Reimbursable Expenses
- (7) Total
- (8) Less Advance
- (9) Amount Owed
- (10) Amount Due

**16. POC TRAVEL (X one)**
 OWN/OPERATE

 PASSENGER

**17. DURATION OF TDY TRAVEL**

- 12 HOURS OR LESS
- MORE THAN 12 HOURS BUT 24 HOURS OR LESS
- MORE THAN 24 HOURS

**18. REIMBURSABLE EXPENSES**

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED

**19. GOVERNMENT/DEDUCTIBLE MEALS**

a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

**20. a. CLAIMANT SIGNATURE** \_\_\_\_\_

**b. DATE** \_\_\_\_\_

**c. SUPERVISOR SIGNATURE** \_\_\_\_\_

**d. DATE** \_\_\_\_\_

**21. a. APPROVING OFFICER SIGNATURE** \_\_\_\_\_

**b. DATE** \_\_\_\_\_

**22. ACCOUNTING CLASSIFICATION** \_\_\_\_\_

**23. COLLECTION DATA**
**24. COMPUTED BY** \_\_\_\_\_

**25. AUDITED BY** \_\_\_\_\_

**26. TRAVEL ORDER POSTED BY** \_\_\_\_\_

**27. RECEIVED (Payee Signature and Date or Check No.)** \_\_\_\_\_

**28. AMOUNT PAID** \_\_\_\_\_

## PRIVACY ACT STATEMENT

**AUTHORITY:** 5 U.S.C. Section 5701, 37 U.S.C. Sections 404 - 427, 5 U.S.C. Section 301, DoDFMR 7000.14-R, Vol. 9, and E.O. 9397.

**PRINCIPAL PURPOSE(S):** This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Defense (DoD) travelers for official Government travel. The Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims.

**ROUTINE USE(S):** Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income taxes, and for any DoD "Blanket Routine Use" as published in the Federal Register.

**DISCLOSURE:** Voluntary; however, failure to furnish the information requested may result in total or partial denial of the amount claimed.

## PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

## INSTRUCTIONS

### ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

### REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

### ITEM 15 - ITINERARY - SYMBOLS

#### 15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation (Own expense)	- C	Bus	- B
Privately Owned		Plane	- P
Conveyance (POC)	- P	Rail	- R
		Vessel	- V

#### 15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

#### ITEM 15e. LODGING COST

Enter the total cost for lodging.

### ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

### 29. REMARKS

INDICATE DATES ON WHICH LEAVE WAS TAKEN: