

Travel: booking international flights

- Contact your grant manager for review and approval of international flight itineraries before you buy your tickets *when using PEER funds*
- **Fly America Act (FAA):** you must use U.S. air carriers to the maximum extent available
<http://www.gsa.gov/portal/content/103191>
- **European Union carriers are allowed** as well
- Failure to comply with FAA will **disallow your expenses**

Travel to the U.S: VISAS

- Notify your NAS grant manager at least **3-4 months** in advance of any visit plans to determine the type of visa process required
- Finalize the **name(s)** of the visitor(s), the **dates**, and **purpose** of the visit(s)
- It is a lengthy process, with a number required documents to obtain and forms to fill out → **START EARLY**

B-1 visa or USAID's J-1 visa

- PEER/USAID funds (even if \$1) will be used for U.S. travel program
- Traveler is not collecting PEER salary
- Any student travel

**Travel on USAID -
sponsored J-1
visa
(single entry visa)**

- PEER/USAID funds will not be used for any portion of U.S. travel program
or
- Traveler is receiving PEER salary (can use B1 or J1 depending on circumstances)

**Travel on B-1 visa
or other
U.S. host-
sponsored visa**

B-1 visa process

**B-1 visa obtained
by traveler
independently**

**Advance flight itinerary
approval from NAS required
(must comply with Fly
America Act or Open Skies
Agreement)**

**Report trip results in
the next PEER project
quarterly report**

USAID's J1 visa process

Time - sensitive process via NAS and USAID: 2-3 months includes advance USAID's approval (SRFI)

Certificate of Eligibility for Exchange Visitor (J-1) status (DS-2019 form) issued by USAID

USAID's Conditions of Sponsorship & 2-year home residency requirement

J-1 is a single entry visa with strict arrival and departure dates

J1 visa documents needed for DS-2019

- Official letter of invitation from U.S. host
- Passport copy (with biodata and signature page)
- Biographical data form
- Conditions of Sponsorship form
- Stakeholder compact form
- Police clearance or criminal history report (*country-specific*)
- Medical exam form (for U.S. visits of 30 days or longer)
- Employer authorization letter (*confirming continued employment upon return*)
- Proof of English language proficiency
- Estimated U.S. trip budget (travel costs, participant costs (per diem), trainee costs)
- W-7 form
- Health and Accident (HAC) Insurance (provided by NAS)
- Flight itinerary (compliant with Fly America Act and US program dates)