GO.gov® Quick Reference Guide

International Travel

This guide provides step-by-step instructions for employees to book international travel within the GO.gov platform. It covers key tasks including flight and hotel bookings, crossing the International Dateline, and notification of foreign travel.

Booking International Flights

1. When you log in to GO.gov, use the **Trip Search** function and enter information for your international trip.
2. As noted in the pop-up reminder, review your agency's travel policy for foreign travel directives and instructions and select **Continue**.
3. When booking your flight, review the warnings associated with each fare.
4. Select **Show all Details** beneath a fare to see information about fare options.
5. Select a fare with a **green check mark** that indicates it is within policy.

Booking Hotel Outside U.S.

1. Use the **Trip Search** function to look for a hotel in your international destination.
2. Review the list to find hotels marked **FedRooms Hotel**.
3. Click on **View Rooms** to see the room type options. Select a rate with a **green check mark** which indicates it is within policy.
4. If there are no rates with a green check mark, select the warning next to a rate to review specific policies and see which is the most compliant.
5. If you are not able to select a green check mark rate, select a justification from the dropdown menu.

Crossing the International Date Line

1. Select **Manage Travel Allowance**.
2. Select **Edit Travel Allowance**.
3. Confirm that travel allowance, departure, and arrival times account for crossing the International Date Line, if applicable.

Note: GO.gov automatically accounts for crossing the International Date Line.

Notification of Foreign Travel

1. From the travel request, select **Attachments**.
2. Select **Attach Documents**.
3. Select **Upload and Attach**.
4. **Browse** for and select your completed **Notification of Foreign Travel** document.
5. Select **Open**.

Note: Notification of Foreign Travel is required for all international travel requests.