

Date: June 12, 2002

SUMMARY OF INFORMATION COLLECTION REQUEST

Title: NRC Form 445, "Request for Approval of Official Foreign Travel"

Current Burden/Responses: 30 hours/30 responses

Proposed Burden/Responses: 200 hours/200 responses

Frequency of Response: One time every trip.

Reasons for Changes in Burden/Responses: The estimated burden has increased from 30 hours to 200 hours because of an increase in foreign travel being conducted by NRC's non-Federal consultants, contractors and invited travelers from 30 to 200 forms per year, based on the actual number of forms received. Also, the professional hourly rate has increased from \$121 to \$144 per hour.

The final clearance package corrected inaccuracies that were included in the previous clearance package.

Level of Concurrence: Director  
Office of International Programs

Recordkeeping Requirements in Accordance with the Retention Periods for Records/Rule: NA

Search of the Information Requirements Control Automated System (IRCAS):  
IRCAS was searched, no duplication was found.

Abstract: NRC Form 445, "Request for Approval of Foreign Travel," is supplied by consultants, contractors and NRC invited travelers who must travel to foreign countries in the course of conducting business for the NRC. In accordance with 48 CFR 20, "NRC Acquisition Regulation," contractors traveling to foreign countries are required to complete this form. The information requested includes the name of the Office Director/Regional Administrator recommending travel, approved by the Office Director, Regional Administrator or Chairman, as appropriate, the traveler's identifying information, purpose of travel, a listing of the trip coordinators, other NRC travelers and contractors attending the same meeting, and a proposed itinerary.

cc: B. St. Mary