

HHS-348 (Sponsored Travel) Package Job Aid

October 2006

General Information

- Travelers can only request approval for sponsored funds that were offered; solicitation of funds from sponsors is a violation of federal regulations
- All 348 packages (foreign and domestic) are due to the NCI Ethics Office **4 weeks prior** to departure date - packages submitted with less than 4 weeks lead time require a late memo justifying why the package is late and risk disapproval
- Notify NCI Ethics Office whenever traveler is invited to attend any dinners or other social events in conjunction with the travel - a Widely Attended Gathering (WAG) (NIH Form 2803) may be required for traveler attendance
- Non-FTEs (e.g., CRTAs, Visiting Fellows, etc.) cannot use the HHS-348 mechanism for sponsored travel; see NIH Manual Chapter 1500, Appendices 10 A & B
- Non-FTE travel must be sponsored in-kind; not reimbursable
- Annual leave may **NOT** be used in conjunction with any foreign sponsored travel unless a waiver has been requested and signed by the NIH Director; annual leave is not permitted with any domestic sponsored travel

Official Passports:
Sandra Fuentes

Package Preparation Responsibilities

- **Traveler** provides invitation documentation **immediately** upon receiving it to the travel planner so that the 348 package can be prepared at the same time as the Notification of Foreign Travel (NFT) (if foreign) is entered into the system *35 days prior - goes from HHS → Embassy of Country*
- **Travel Planner** researches conference/meeting to determine specifics, including checking website for further information (see attached 'cheat sheet')
- **Travel Planner** enters the travel order into NBS and ensures that all the required documentation is included in the Sponsored Travel Package (see attached 'cheat sheet')
- **Traveler's Supervisor** signs the HHS-348 form in Block #8
- **Division Director** signs the hard copy travel order in Block #9 (Recommendation) or electronically in NBS for **foreign** travel
- **Administrative Officer** reviews travel package by checking CANs, ensuring signatures have been obtained, and verifying that package is complete
- **NCI Travel Coordinator** ensures travel package adheres to regulations and responds to all travel-related issues (e.g., leave, AEA, premium class travel, etc.)
- **NCI Ethics Office** authorizes the acceptability of non-federal funds and reviews travel order for potential conflicts of interest *Enter all info into Authorization*
- **Assistant Director, NCI** and other final signature authorities for sponsored travel are responsible for final travel clearance
- **Traveler and Travel Planner** share the responsibility of ensuring that the sponsor provides the correct reimbursement check to NCI and that voucher is completed

Premium Class - if over 14 hours, traveler must also provide justification of why he/she cannot leave earlier + take a rest stop mid-flight

if sponsored - Premium Class ticket must be provided up front - in kind

Foreign Travel approval + date
Cash Ticket
Premium Class Travel
Foreign Flag (ARC Manager)
AEA
Rental Car
Non-Contract Carrier
Registration Fee + who paid for
all info must be in order
*all under comments section