

NCI HHS-348 Sponsored Travel Checklist

General

- Package meets ADAO/Ethics deadlines: Domestic travel – 3 weeks, Foreign travel – 5 weeks
- Sponsored amount is \geq \$500
- Traveler is an FTE

Note: Non-FTEs cannot use the HHS-348 Sponsored Travel mechanism.

- Event website researched to obtain important background information

Travel Package Required Documents

- Travel package route slip
 - Initialed by administrative officer, planner, traveler, and supervisor
- Complete travel authorization (includes HHS-348 form and Ethics Checklist)
 - Block #9 of travel authorization has foreign travel approver's signature (required for foreign travel only)
 - Block #7 of HHS-348 has itemized list of all NCI expenses with costs
 - Block #8 of HHS-348 has supervisor's signature
 - Name and title of supervisor and foreign travel approver is printed under each signature
 - Ethics Checklist electronically signed by traveler and question #4 answered with standard statement: *"It is customary for non-conflicting sponsors to offer support for travel of mutual benefit to the sponsor and the NIH."*
- Notification of Foreign Travel (NFT) printout (required for foreign travel only)
- Invitation letter
 - NO FEDERAL FUNDS statement
 - Sponsor clearly identified with name and address (sponsor is who will be writing the check to DHHS/NIH)
 - List of the sponsored expenses and their methods of reimbursement (in-kind or reimbursed)
 - Date and location of meeting/conference
 - Purpose of trip
 - No honorarium offered

- Agenda**
 - Meeting/conference schedule
 - Date, time, and title of traveler's talk
 - List of meals and social events (if applicable)
- Actual Expense Allowance (AEA) memo (if applicable)**
 - Three quotes
 - Approving signature line lists NCI Deputy Ethics Counselor as approver
 - Memo uploaded to GovTrip or copy and pasted into Trip Details section
- Rental Car Justification memo (if applicable)**
 - Includes all required information (cost comparison, rental car cost, gas charges, parking expenses, etc.)
 - Memo uploaded to GovTrip or copy and pasted into Trip Details section
- Premium Class Travel Justification memo (if applicable)**
 - Meets all requirements (14-hour rule, sponsored in-kind ticket, sponsor providing similar class to all travelers, etc.)
 - Memo uploaded to GovTrip or copy and pasted into Trip Details section
- Background information**
 - Flight itinerary with arrival/departure dates and cost
 - Hotel reservations with check-in/check-out dates and cost
 - Registration fee information with cost and list of meals/social events included in fee
 - POV mileage map

GovTrip Travel Authorization

TRIP DETAILS SECTION

- Includes purpose of trip, date(s)/location(s) of travel, title of meeting/conference, title of talk (if applicable), registration fee information, and list of sponsored expenses and methods of reimbursement

ITINERARY SECTION

- Arrival/departure dates match *actual* arrival/departure dates (e.g., if traveler leaves at 9PM on January 1st and arrives at TDY at 1AM on January 2nd, departure date is January 1st and arrival date is January 2nd)

- TDY Location matches location that traveler will be performing official duty activity**

Note: If official duty activity location cannot be found in GovTrip, select [Other] as the TDY location. (Foreign only)

- Per diem location(s) correspond with correct arrival/departure dates**

RESERVATIONS SECTION – OTHER TRANSPORTATION

- Ticket cost listed in US\$ and has correct method of reimbursement**

Ticket booked offline via OMEGA or online in GovTrip and paid by NCI: Method of reimbursement is "CBA"

Ticket booked offline via OMEGA or online in GovTrip and reimbursed by sponsor: Method of reimbursement is "Sponsored CBA"

Ticket booked and paid for by sponsor: Method of reimbursement is "Sponsored In-kind"

MILEAGE EXPENSES SECTION

- POV mileage** (if traveler takes personally owned vehicle)

NON-MILEAGE EXPENSES SECTION

- All costs listed in US\$**

- Registration fee** (if registration fee was waived by sponsor, list registration fee as "Sponsored In-kind")

- TMC fee** (if ticket was booked via OMEGA)

- Domestic hotel room tax**

Note for foreign travel: Tax is included in the foreign lodging per diem rates and therefore should not be listed as a separate expense.

- Includes all other applicable non-mileage expenses** (internet connection fee, taxi, phone calls, etc.)

DOCUMENTATION & RECEIPTS SECTION

- Includes AEA memo, rental car justification, etc.**

PER DIEM ENTITLEMENTS SECTION

- First & last day of travel have 75% of the full M&IE rate**

- Meal and incidental amounts are based on GSA M&IE breakdown and have correct methods of reimbursement**

- Meals included in registration fee or hotel cost are zeroed or X'd out**

- Deductions from per diem for M&IE that is sponsored in-kind or included in registration fee/hotel cost are based on GSA M&IE breakdown**

- Domestic lodging listed as actual cost *not including* hotel taxes
- Foreign lodging listed as actual cost in US\$ *including* hotel taxes
- Lodging Cost = Lodging Allowed (if Conference Rate or AEA is requested, check "Actual Lodging" box)
- Lodging is zeroed out for nights that traveler is in flight or the last day of trip

ACCOUNTING SUMMARY SECTION

- Correct OC code is used

Site visit: Domestic - 21.11, Foreign - 21.12

Program meeting travel: Domestic - 21.21, Foreign - 21.23

Scientific meeting travel (LAEs): Domestic - 21.51, Foreign - 21.52

- Expenses listed under two different CANs (NCI expenses → direct CAN, Sponsor expenses → reimbursable CAN)

SPONSOR SUMMARY SECTION

- Expenses correctly listed as either reimbursable or in-kind based on letter of invitation
- If more than one sponsor, expenses allocated to correct sponsors

OTHER AUTHORIZATIONS SECTION

- All applicable authorizations listed (Pending Fiscal Year Funds, Non-Contract Airfare, etc.)

NOTIFICATION OF FOREIGN TRAVEL SECTION

- Dates on NFT match dates on travel authorization in GovTrip
- Includes all required information (hotel, contacts, dates, etc.)
- Purpose in Explanation field