

Checklist for Sponsored Travel - FTEs Only



I. Travel Authorization

| | | YES | N/A | Comments |
|---------------------------|---|-----|-----|----------|
| ITINERARY | | | | |
| 1 | Purpose | | | |
| | a) Domestic Sponsored | | | |
| | b) Foreign Sponsored | | | |
| 2 | Trip Details Section | | | |
| | a) Meeting Name (or lecture title) | | | |
| | b) Title of talk | | | |
| | c) Date(s) and location(s) | | | |
| 3 | Departure and Return Information | | | |
| | a) Begin and End travel dates (check flights--make sure dates match) | | | |
| 4 | Per Diem Location - make sure arrival and departure dates are correct | | | |
| TICKET INFORMATION | | | | |
| 1 | Add the amount(s) of the ticket(s) | | | |
| 2 | Change the method of reimbursement to what the sponsor stated in the letter | | | |
| | a) In-Kind | | | |
| | b) Sponsored CBA (sponsor pays Omega) | | | |
| | c) Sponsored Personal | | | |

| | | | | | |
|---|----|--|--|--|--|
| | d) | CBA | | | |
| EXPENSES | | | | | |
| 1 | | If needed, add the TMC fee | | | |
| 2 | | If needed, add in the registration fee | | | |
| 3 | | Add any other expenses as needed | | | |
| *****BE SURE TO CHANGE THE METHOD OF REIMBURSEMENT TO THE CORRECT ONE***** | | | | | |
| LODGING | | | | | |
| 1 | | Check each date - make sure all amounts are correct | | | |
| 2 | | If payment method needs to change - click on "Edit" | | | |
| 3 | | If needed, click on "Conference Allowance" | | | |
| | a) | Change the lodging amount to what it actually is without going over 125% | | | |
| 4 | | If actuals are needed, then click on the "Actuals" box | | | |
| | a) | Change the lodging amount to what it actually is without going over 300% | | | |
| | b) | If you are using actuals, an AEA memo is needed (which must include justification and three hotel quotes) | | | |
| 5 | | If the REGISTRATION FEE WAIVED and meals are included | | | |
| | a) | "X" out the meals | | | |
| 6 | | If there is NO REGISTRATION FEE but meals are PROVIDED (i.e., IN KIND) | | | |
| | a) | Select "Actuals" in the M&IE section and put the dollar value of the meal being provided | | | |
| | b) | The remaining amount will go in Expenses as a Misc. Expense | | | |
| | i) | Make sure to change the METHOD OF REIMBURSEMENT | | | |

| OTHER AUTHORIZATIONS | | | | |
|---|---|--|--|--|
| 1 | Select "SPONSORED" | | | |
| 2 | If foreign, Select "FOREIGN" | | | |
| 3 | Select all others that apply (rental car, non-contract flight, etc.) | | | |
| ALLOCATIONS | | | | |
| 1 | Allocate accordingly--ensure that you have at least one direct CAN and one reimbursable CAN | | | |
| 2 | Object Class (OC**) Code? | | | |
| *****Be sure to put all expenses under the right CAN and if more than one sponsor make sure you allocate by sponsor***** | | | | |
| SPONSOR | | | | |
| 1 | Find the correct sponsor | | | |
| 2 | Click on the correct address for the sponsor - make sure it is the right address | | | |
| ADDITIONAL COMMENTS IN TRIP DETAILS SECTION | | | | |
| 1 | "There is no registration fee" | | | |
| 2 | "The registration fee was waived for the amount of ____ | | | |
| | a) which includes ____ meals" | | | |
| 3 | "The registration fee was paid by the branch credit card" | | | |
| 4 | "The sponsor will be providing IN-KIND ____" | | | |
| 5 | "The sponsor will be reimbursing NIH for ____" | | | |
| 6 | "NIH will be providing for ____" | | | |
| 7 | Copy any AEA and/or rental memos in this section or attach them to the authorization. | | | |

II. 348

| | | YES | N/A | Comments |
|-----------------|--|-----|-----|----------|
| BLOCK #2 | | | | |
| 1 | Make sure the whole address is printed for the sponsor | | | |
| | a) If not, use a pen and write it in | | | |
| BLOCK #5 | | | | |
| 1 | Check all amounts--make sure they are correct | | | |
| BLOCK #7 | | | | |
| 1 | Write out all NIH-paid expenses | | | |
| BLOCK #8 | | | | |
| 1 | Ensure Supervisor Signature is Present | | | |

References

* Widely Attended Gatherings (WAG) - a meeting, conference, or other event which is attended by either a large number of people from throughout an industry or profession, or by those representing a wide range of interests. The ethics issue involved concerns those instances when an employee is invited to a Widely Attended Gathering (WAG) and offered free attendance. An offer of free attendance is considered a gift. The WAG exception to the gift prohibition permits free attendance at certain widely attended gatherings. Obtaining permission to accept these gifts protects the employee from possible accusations of accepting inappropriate gifts.

** Object Class (OC) Codes:

21.21 Domestic/21.23 Foreign—Program Meeting Travel—Travel to attend a meeting, conference, seminar, symposium, etc. for the purpose of discussing day-to-day operational support of program activities, inclusive of staff meetings, status report reviews, or to discuss topics of general interests directly related to the programmatic interests of the NIH and the primary field of research/science in which the individual is involved. Includes making a speech or presentation, delivering a paper, travel associated with the formation and guidance of review groups, the oversight and management of grant portfolios, presenting a poster, supporting a booth or exhibit, recruiting scientists/researchers, engaging in minority outreach, etc. Activities that fall under this soc descriptor include among other things: workshops, collaborative research, study sections, board reviews, clinical procedures in epidemiologic field work, and other similar events.

21.51 Domestic/21.52 Foreign—Scientific Meeting Travel—To attend a meeting, conference, seminar, symposium, etc. for the purpose of engaging in scientific interaction, observation, keynoting, education, serving on panels, etc. that is directly related to the laboratory, clinical, or population-based research/science in which the individual is involved. Includes making a speech or presentation, delivering a paper, engaging in a give-and-take, or otherwise taking part in formal discussions. Scientific meeting travel is typically travel to any professional scientific event that generally nationally or internationally publicized and advertised, is held annually and is hosted or sponsored by a society, organization, association, consortium, council, college, etc.

21.11 Domestic/21.12 Foreign—Site Visit—To visit a particular site in order to personally perform operational or managerial activities, e.g., assist contractor and grantees during pre-award negotiations, program monitoring and post-award evaluations; review activities concerning establishment of entitlement, benefits and claims of beneficiaries and recipients; conduct hearings on dissemination of policy guidelines; carry out an audit, investigation or inspection to include regulatory reviews of internal and external activities and to examine operations which can lead to criminal prosecution, conduct negotiations to include judicial and administrative procedures and other proceedings and negotiations to avoid or settle litigation; provide program and administrative instructions; and provide technical assistance.