

From: [Heckman, Dana \(NIH/NCI\) \[E\]](#)
To: [NCI DCTD-ARC](#); [NCI DCTD Travel Planners](#)
Subject: FW: FAQs for Attachment C travel attendance forms
Date: Friday, July 27, 2012 9:39:45 AM

This is the type of info we are being asked to provide – I thought it might be helpful for ARC and Travel Planners to see Deb’s general guidance on travel attendance issues.

Dana Heckman
Deputy ARC Manager, DCTD

From: Carney, Deborah (NIH/NCI) [E]
Sent: Friday, July 27, 2012 9:35 AM
To: Baker, Heather (NIH/NCI) [E]; Bishop, Jamie (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Cashman, Alice (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Diggs, Sharie (NIH/NCI) [E]; Dixon, Debra (NIH/NCI) [E]; Dyott, Kelly (NIH/NCI) [E]; Evans, Dolores (NIH/NCI) [E]; Green, Angela Childers (NIH/NCI) [E]; Grove, Linda (NIH/NCI) [E]; Guyton, Vanessa (NIH/NCI) [E]; Harrington, Karen (NIH/NCI) [E]; Hill, Kristie (NIH/NCI) [E]; Kapinos, Kathryn (NIH/NCI) [E]; Miller, Nikeia (NIH/NCI) [E]; Monteiro, Nicole (NIH/OD) [E]; Muhammad, Maryam (NIH/NCI) [E]; Newball, Kimberlee (NIH/NCI) [E]; Ng, Catherine (NIH/NCI) [E]; O'Donnell, Jenna (NIH/NCI) [E]; Richardson, David (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Sarkisian, Chamindri (NIH/NCI) [E]; Smith, Mary (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Solomon, Lester-Mark (NIH/NCI) [E]; Stephens, Elizabeth (NIH/NCI) [C]; Wilkins, Becky (NIH/NCI) [E]; Williams, Dawn (NIH/NCI) [E]
Cc: NCI ARC Deputy Managers; NCI ARC Managers
Subject: FAQs for Attachment C travel attendance forms

NCI Travel Contacts: Below are a list of Frequently Asked Questions since we’ve begun the NIH “Rule of Five” and Attachment C process. Please review them and let me know if you have additional questions.

Q1) Where should I send Attachment C data call responses?

A1) Please send all data call responses to the following mailbox:
NCIADAOATTACHCTRAVEL@MAIL.NIH.GOV

Q2) Do you want NAMES of attendees for each meeting?

A2) No, the ADAO Office does not need names of attendees. However, each program area should have a list of names of attendees for each meeting, and the ARC Travel Contact should be able to obtain this information easily in case limits are imposed on attendance and Division Directors have to select specific attendees to attend a particular meeting.

Q3) If a traveler is assigned to one program area, but another program area is paying for his/her travel expenses with their CAN, which program area should report that traveler as an “attendee?”

A3) The program area of the CAN being used should report that traveler as an attendee. If there are two CANs being used—one for the traveler’s assigned program area, and a second CAN for a different program area—whichever ARC will process the travel authorization should report the traveler as an attendee. For example, if a traveler is assigned to a program area within DCTD, but

he is attending a meeting on behalf of a program area within OD, and an OD CAN will be used to pay for the travel and an OD AO is approving the travel authorization, OD should report that traveler as an attendee for their division. DCTD SHOULD NOT also report that traveler as an attendee.

Q4) What about sponsored travel? Do travelers who perform sponsored travel have to be included in the “attendance” total for an Attachment C?

A4) Yes, each traveler who is performing sponsored travel should be counted as an “attendee” on the Attachment C, but the expenses on Attachment C should only include NCI expenses. Any expenses that the sponsor is paying for should not be included in any Costs sections of the Attachment C.

Q5) If my ARC Division already submitted an Attachment C for a particular meeting, do I have to submit another Attachment C for that same meeting when the Monday data call email is distributed?

A5) No, you do not need to submit an Attachment C if your ARC Division is the “lead” division for a meeting, and it submitted the original Attachment C.

Q6) What should I do if my ARC division already submitted an Attachment C, but I learn that employees in my program areas who had not indicated that they were attending now want to attend this meeting?

A6) If you find out, during the course of a weekly current data call, that you have additional attendees that need to be reported for your program area, submit the additional numbers to ADAO when you send along your data call responses to other divisions’ meetings. You do not need to resubmit a new Attachment C for your division; you just need to send the additional numbers.

Q7) What if I don’t find out until after the Thursday data call deadline that I have attendees who hadn’t been included in the original data call numbers?

A7) Generally speaking, all internal NCI data call responses are due to ADAO by COB THURSDAY each week. If you have additional attendees that were not submitted to ADAO by COB Thursday, contact your ARC Manager/Director for additional instructions and guidance. Each Friday, ADAO will compile the responses from the ARCs and obtain EO signature on all Attachment Cs for that week’s data call in order to send them to NIH for review and approval. We cannot hold up submission of Attachment Cs to NIH for the current week’s data call; hence, the necessity for a Thursday deadline each week.

Q8) How will I find out if my travelers can book their hotels, pay for registration fees, complete travel authorizations, etc...?

A8) Your ARC Director will let you know, on a case-by-case basis, if attendees for each particular meeting have been “cleared” or approved to proceed with their travel plans.

Q9) What if my program area tells me that other NCI employees who are not from their program area will also be attending a particular meeting?

A9) If an employee provides this information, please identify the division(s) or program area(s) of the attendees, and the potential number of attendees, in your data call response to ADAO. This is

for informational purposes only—the other program area(s) with the particular attendees is responsible for REPORTING those attendees to ADAO. If you do not know specific numbers of attendees and only know the program area or division, just note the name of the area in your response.

Q10) What if my program area tells me that they know that employees from other ICs will be attending a particular meeting?

A10) If you are aware of any information that might be useful for NIH, such as trans-NIH attendance, please provide this information for that specific meeting in your data call response.

Q11) What about non-federal attendees--should they be included on Attachment C?

A11) Yes, non-federal attendees should be included in the total number of attendees identified in Attachment C.

Q12) What if we're paying for non-federal attendees' travel through a support contract or a PSC? Do we include them?

A12) Yes, those attendees should be included in the Attendance C form, as well as all of their travel costs. Their expenses should be listed in the Details on Costs section, under the TOTAL COSTS section, not the Other Costs section.

Q13) What type of information do you want in the "Purpose for Attending the Conference" section?

A13) This section of Attachment C should be very general and should include common information about the purpose of attending the meeting that could be found on the event website. **Please DO NOT include information in the Attachment C being sent to ADAO regarding specific attendees and their roles at the meeting. Do not include names, and do not include titles of talks or abstracts in this section.** The program area is welcome to include this specific information to you (ARC Travel Contact) and include in the Attachment C that they fill out, but please do not forward these specifics to ADAO. The NCI Attachment C form being sent to NIH does not include those details.

Q14) Should the Total Estimated Cost section equal the three Details on Costs section (Registration Fees, Travel Costs, and Other)?

A14) YES. For example, if you have \$2000 in Registration Fees, and \$3500 in Travel Costs, your TOTAL ESTIMATED COST section should equal \$5500.

Q15) How do I obtain the Cost Per Attendee in the Cost Information section?

A15) Upon calculation of the Total Estimated Cost and the number of attendees, divide the total estimated cost by the number of attendees to obtain your Cost Per Attendee. For example, if your Total Estimated Cost is \$5000, and you have five attendees, your Cost Per Attendee is \$1000.

Q16) What type of information do you want in the "Reason why so many Attendees must Attend" section?

A16) The information provided in this section of the Attachment C being sent to ADAO should identify a general reason why your travelers need to attend this meeting. For example: "This

meeting covers the general field of XX. It is crucial that NCI researchers are aware of the latest research in this field. Each year, funds are set aside in order that employees may attend this meeting for the purpose of presenting current, ongoing research on behalf of the NCI. Furthermore, it provides an opportunity to network and create potential collaborations with different organizations.”

Q17) What should I put in the “If an Annual Conference, Number of Attendees from the Past Conference and Reason for any Change” section?

A17) If you do not know how many travelers attended the particular meeting in the past, indicate that you do not know, or you’ll be sending the same number of attendees as the previous year. For all meetings on the Largely Attended Event (LAE) spreadsheet for which historical data is available, ADAO will complete this section and identify the number of attendees that NCI as a whole has sent to the meeting in the past.

Q18) In the Details on Costs section, under Registration Fees, do you want the average of my attendees’ registration fees, or the total cost?

A18) Put the TOTAL cost of the registration fees for all of your attendees in this section. For example, if you have four attendees and their registration fees are \$500, \$700, \$800, and \$1000, respectively, then put a total of \$3,000 in the Registration Fees Section.

Q19) What should we put in the “Other” section of the Details on Costs section?

A19) If you are paying for an abstract fee or an honorarium/speaker fee, put this in the Other section and identify this expense in the Explanation of Other Costs section of Attachment C. **DO NOT** put any general travel expenses in the OTHER section, such a parking, ground transportation, M & IE, allowable expenses, etc... All of those costs should go in the TRAVEL COSTS section.

Q20) Who should sign in the “Requestor Information” section?

A20) For the Attachment C being sent to ADAO, include the ARC Director’s name in the Requestor signature section. If you are RECEIVING an Attachment C from a program area, a program director, Division Director, or ARC Manager may sign in the Requestor section.

If you have any additional questions, please contact me at 301-496-2678.

Thanks,
Deb

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