From:	Holden, Nina (NIH/NCI) [E]
To:	Lowery, Amber (NIH/NCI) [E]; Diggs, Sharie (NIH/NCI) [E]; Fenwick, Danielle (NIH/NCI) [E]; Graham, Renee (NIH/NCI) [E]; Wilkins, Becky (NIH/NCI) [E]
Subject:	FW: Handouts from HPOC meeting regarding HHS Travel Manual Changes held this week
Date:	Friday, March 02, 2012 11:26:37 AM
Attachments:	Airline Cost Comparison.xlsx SponsorAcceptanceletter1.doc SponsorAcceptanceletter2.doc Travel planner and AO bullet points regarding HHS manual sponsored travel changes.doc

Thought everyone should have these in anticipation of our meeting.

Sincerely,

From: Carney, Deborah (NIH/NCI) [E]
Sent: Friday, March 02, 2012 11:20 AM
To: Bishop, Jamie (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Corum, Ashley (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Daley, Leonie (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NIH/NCI) [E]; Evans, Dolores (NIH/NCI) [E]; Gabossy, Andrea (NIH/NCI) [E]; Grove, Linda (NIH/NCI) [E]; Guyton, Vanessa (NIH/NCI) [E]; Heckman, Dana (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Kapinos, Kathryn (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (NIH/NCI) [E]; Miller, Nikeia (NIH/NCI) [E]; Moon, Annie (NIH/NCI) [E]; Muhammad, Maryam (NIH/NCI) [E]; Peigh, Alan (NIH/NCI) [E]; Perkins, Josephine (NIH/NCI) [E]; Richardson, David (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Sarkisian, Chamindri (NIH/NCI) [E]; Shipe, Kelly (NIH/NCI) [E]; Singletary, Marketta (NIH/NCI) [E]; Smith, Mary (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Solomon, Lester-Mark (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilkins, Becky (NIH/NCI) [E]
Cc: NCI ARC Deputy Managers; NCI ARC Managers
Subject: Handouts from HPOC meeting regarding HHS Travel Manual Changes held this week

NCI HPOCs: please forward this email to your planners and approvers.

I've attached the four documents for your use that we discussed at the HPOC meetings held this week.

The first attachment is the airport comparison spreadsheet. Using this particular spreadsheet is optional. The cost comparison must be completed, but you do not have to use this specific form for the comparison. If you have any questions regarding the form itself, please contact Mary Smith in the ADAO office at 301-594-0488.

The second attachment is Sample Acceptance Letter Option 1, which should be sent to the sponsor by the planner after the Letter of Invitation has been sent to the traveler.

The third attachment is Sample Acceptance Letter Option 2, which includes the exception clause verbiage.

The fourth attachment lists a few benefits to the sponsored travel changes for the travelers and administrative staff.

Thanks,
Deb

Deborah L. Carney
NCI Travel Specialist
Bldg 31/3B44
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