From:	Jenkins, Joe (NIH/NCI) [E]
To:	Monteiro, Nicole (NIH/OD) [E]; NCI DCTD-ARC
Cc:	NCI DCTD Travel Planners
Subject:	IMPORTANT: 2012 HHS TRAVEL MANUAL
Date:	Friday, February 17, 2012 12:07:33 PM
Attachments:	Transmittal Letter.v2 - Newly Revised HHS Travel Manual.doc FW 2012 HHS TRAVEL MANUAL.msg NIH Travel Waiver Request Form.dotx NIH TRAVEL WAIVER REQUEST FORM SC.PDF
Importance:	High

All:

There are many changes to the Travel Policy that will need to be followed. There are 48 changes that need to be immediately adopted (first attachment). Also take time to look through the 2012 HHS Travel Manual. You need to become very familiar with its content because there are specific requirements and forms that will need to be used for special requests like AEA, rental car, non-contract carrier etc.

It is no longer "business as usual" for travel. The ARC's Travel Team will be digesting all of this information to re-write the travel SOP, but please be proactive and study the travel manual…you will benefit and you can help others who may need it. Work as a team because it is a proven fact that two or three minds working on a problem is far superior to going it alone.

Regards,
Joe

Joe Jenkins
ARC Manager, DCTD
31/3A44
301-594-5965

From: Carney, Deborah (NIH/NCI) [E]
Sent: Wednesday, February 15, 2012 3:03 PM
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, Pritee (NIH/NCI) [E]; Solomon, Lester-Mark (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilkins, Becky (NIH/NCI) [E]
Cc: Hale, Eric (NIH/NCI) [E]; Wahlert, Shari (NIH/NCI) [E]; Hendrick, Kina (NIH/NCI) [E]; NCI ARC Managers; NCI ARC Deputy Managers; Smith, Mary (NIH/NCI) [E]
Subject: FW: 2012 HHS TRAVEL MANUAL
Importance: High

NCI HPOCs: Please disseminate the email from Barry regarding the changes to the HHS Travel Manual to your planners, reviewers, approvers, and travelers.

The first attachment provided a description of the major revisions of the HHS Travel Manual. The

second attachment provides new Word documents for the two attachments (#11 and #46) within Barry's first document that many of you couldn't open because you don't have the same version of MS Office as Barry does.

Attachments #3 and #4 above are two different versions of the new Travel Waiver Request Form for your use—you can use either version (PDF or Word). Please use this new form for all waiver requests, including those requests that previously required an International Travel Waiver Form (such as the 14 hour rule for business class tickets, annual leave in conjunction w/sponsored travel, etc…) Let me know if you need help filling out the form.

I apologize for the delay in sending the latest information to you. I've been involved in working groups with other ICs' travel representatives for the past week, attempting to obtain clarification from NIH regarding various changes to our travel policy, in particular the requirement that we may only accept sponsored in kind funding from a sponsor, to include the two exceptional circumstances identified by NIH last week. I am hoping to get clarification regarding this process as soon as possible. As soon as I do, I will send out guidance so that you can inform your planners and AOs.

Since this change to sponsored travel is essentially effective March 30th, in conjunction with the Ethics Office, I will also be sending out guidance regarding deadlines for sponsored travel due to our office in the next month or two—these deadlines will provide you an answer as to whether or not your upcoming trips can be processed as they had always been processed (with sponsor-reimbursed expenses), or if they will need to be processed according to the new guidelines (i.e., without sponsor-reimbursed expenses).

Because I know that you also have many questions concerning other changes to the HHS Travel Manual, such as the number of days of leave that travelers can take on foreign and domestic travel, the recommended AEA memo included as an attachment in Barry's transmittal, etc…, I am planning on hosting meetings during the week of Feb 27th (specifically for HPOCs), at which we'll go over the changes to the manual, as well as any questions you may have regarding the new policy. Since this will be an informal forum, please feel free to compile a list of questions beforehand and send them to me for discussion…or you can bring a list of questions with you to the meeting. There will be at least one meeting on campus and one meeting at EP. Also, because I'd prefer to keep these particular meetings on the small side, your ARC managers are welcome to attend, but please do not invite all of your planners, reviewers, and AOs…the spaces that I plan to reserve will not hold all 450 of us from the travel community. ☺ Of course, as always, if you have any questions regarding the new policy between now and the meeting dates, please feel free to send them along to me, and I'll answer them as best as I can!

I appreciate your patience and support while we attempt to clarify and implement these significant changes to our policies in the coming weeks--isn't this exciting?!?!?!

Thanks,
Deb

From: Koitz, Barry (NIH/OD) [E]
Sent: Friday, February 10, 2012 1:02 PM
To: List ICTRAVELPOC-L
Subject: 2012 HHS TRAVEL MANUAL

Good afternoon,

The newly revised HHS Travel Manual can be found at www.hhs.gov/travel/policies. A narrative that discusses these changes is attached. These changes are effective immediately and will require modification to the 1500 Chapter of the NIH Manual as well as developing processes and procedures that support these changes. Towards that end, I have also attached a STO waiver form to be used when required.

Please let me know If you have any questions, but do not reply to all as this e-mail is addressed to hundreds of users. I will summarize and send out additional guidance for those concerns having global interest.

Thank you,

Barry Koitz