

# NCI Sponsored Travel Statistics

Date

	Total	Percent
<b>Total Number of HHS 348s with Travel Dates in Month 2010</b>	#	%
<b>Total Number of HHS 348s with Technical Issues</b>	#	%

<b>Technical Issues:</b>			
1	Ethics & ADAO rec'd <3 wks before DOMESTIC start date	#	%
2	Ethics & ADAO rec'd <5 wks before FOREIGN start date	#	%
3	Sponsor funding amount was <\$500	#	%
4	Route slip missing from ODA/travel packages	#	%
5	Route slip missing AO's initials	#	%
6	ODA memo missing traveler's/supervisor's signature	#	%
7	Section #7 of HHS-348 form (NCI Funds) incomplete	#	%
8	Section #8 of HHS-348 form missing supv signature	#	%
9	Section #9 of TA missing div. director signature	#	%
10	Ethics Checklist issue (#4 missing std. statement)	#	%
11	Ethics issues (WAG or CRADA information incomplete)	#	%
12	ODA and/or travel package not submitted	#	%
13	Insufficient supporting documentation (i.e., agenda)	#	%
14	"No Federal Funds" statement missing	#	%
15	Per diem/M&IE calculation incorrect	#	%
16	Incorrect payment method	#	%
17	Registration fee information missing	#	%
18	Routing path in GovTrip incorrect	#	%
19	Incorrect OC code	#	%
20	Sponsor identified incorrectly	#	%
21	Allocation between sponsors incorrect	#	%
22	Invitation issue (missing/insufficient information)	#	%
23	AEA memo/rental car justification missing or incorrect	#	%
24	Dates of travel incorrect	#	%
25	Travel Authority incorrect	#	%
26	Missing expenses	#	%
27	Other	#	%

<b>Program Area Total HHS 348 Submissions:</b>		
CCR	#	%
DCEG	#	%
DCTD	#	%
DCP	#	%
DCCPS	#	%
OD	#	%

<b>Number of Issues/Corrections on HHS-348s:</b>		
No Issues or corrections necessary	#	%
One issue	#	%
Two issues	#	%
Three issues	#	%
More than three issues	#	%