

NCI Sponsored Travel DO's and DON'Ts

DO's

- ✓ DO have an invitation letter, email or other form of written communication from the sponsor that:
 - details, to the greatest extent possible, the identity of the sponsor (the ultimate source of funding for the travel);
 - states that no US federal funds will be used to pay for travel expenses;
 - lists the expenses that the sponsor agrees to pay; and
 - indicates whether payment will be in-kind or in-cash reimbursement to the NCI.
- ✓ DO obtain ethics approval via an ODA that includes the benefit to the government prior to the trip, even if you are substituting for someone who previously obtained ethics approval.
- ✓ DO have travel authorization entered in GovTrip immediately upon receipt of invitation letter.
- ✓ DO include waived registration fee(s) and/or free meals in your sponsored travel request.
- ✓ DO obtain authorization prior to the trip if the sponsor offers to pay for travel and related expenses for your spouse.
- ✓ DO complete and sign the HHS-348 Sponsored Travel Ethics Checklist.
- ✓ DO make sure sponsored travel amount is greater than \$500.
 - Note – waived registration may be accepted if the sponsor is a 501(c)(3) organization (under 5 USC §4111). You must report this 'gift' of waived registration on your financial disclosure report.

DON'Ts

- ✓ DON'T go to airport without an approved travel authorization and tickets issued.
- ✓ DON'T accept invitation, or permit your name to be listed as a speaker, unless you have received ethics clearance for sponsored travel.
- ✓ DON'T accept cash, checks, debit cards, money orders, or electronic fund transfers to your personal bank account from the sponsor to pay for travel and related expenses.
- ✓ DON'T solicit payment of travel and related expenses from sponsoring organizations.
- ✓ DON'T accept any sort of honorarium from the sponsor.
- ✓ DON'T accept reimbursement from the sponsor that exceeds the actual costs incurred for travel and related expenses.
- ✓ DON'T use annual leave in conjunction with a HHS-348 sponsored trip without an approved international travel waiver.
- ✓ DON'T request sponsored travel when the meeting or function takes place in the local travel area.