

**Checklist for ODA for Sponsored Travel Requests - FTEs ONLY**

<b>ROUTE SLIP</b>				
		Yes	N/A	Comments
1	"To:" field completed with appropriate names/titles			
2	Employee/Sponsor(s)/Date(s)/Location(s)/Travel Auth #			
3	All initials/signatures present			
<b>ODA (If more than one sponsor, must have one ODA memo per sponsor)</b>				
		Yes	N/A	Comments
1	Employee Name and Title			
2	Indicate whether employee is Intramural, Extramural or Other			
3	Organization Name - Who is hosting event?			
4	Organization Address			
5	Nature of Activity			
6	Dates of Travel			
7	Activity Location			
8	Sponsor - Who is paying for traveler's expenses?			
9	Sponsor Address			
10	Is Technology Transfer (TTC) agreement necessary?			
11	Travel Authorization Number			
12	Description of benefit to GOVERNMENT			
13	Employee's signature			
14	Supervisor's signature			
<b>LETTER OF INVITATION</b>				
		Yes	N/A	Comments
1	Title(s) of talk(s)			
2	Date(s)/Location(s)			
3	Meeting/Conference Name(s)			
4	No Federal Funds Statement			
	No Honorarium Offered			
5	Registration Fee			
	a	If yes, include dollar value and what reg fee covers.		
	b	If no, state "No Registration Fee" in the Trip Details.		
6	Breakdown of what the sponsor(s) is paying for:			
	a	In-kind		
	b	Reimbursable		
7	Sponsor Information - Who is actually paying?			
<b>AGENDA (Check website if no agenda provided by sponsor)</b>				
		Yes	N/A	Comments
1	Employee's name and title of talk listed on agenda			
2	Listing of meals provided during meeting/conference			
<b>WAG (<a href="http://ethics.od.nih.gov/forms/NIH-2803-WAG.pdf">http://ethics.od.nih.gov/forms/NIH-2803-WAG.pdf</a>)</b>				
<b><i>Please submit a WAG request as necessary.</i></b>				
<p>WAG - Widely Attended Gathering - a meeting, conference, or other event which is attended by either a large number of people from throughout an industry or profession, or by those representing a wide range of interests. The ethics issue involved concerns those instances when an employee is invited to a Widely Attended Gathering (WAG) and offered free attendance. An offer of free attendance is considered a gift. The WAG exception to the gift prohibition permits free attendance at certain widely attended gatherings. Obtaining permission to accept these gifts protects the employee from possible accusations of accepting inappropriate gifts.</p>				