

Memorandum

To: Center for Global Health (CGH) Partners
CC: Corey Bodmer, Administrative Officer, CGH
Michelle Smith, ARC, CGH
CGH Travel Staff
From: Dr. Lisa Stevens, Deputy Director Operations & Planning, CGH
Date: 9/29/2014
Re: Standard Operating Procedures on non-CGH Travels processing

This procedure aims to define roles and responsibilities in processing all non-CGH travel funded by CGH. CGH staff and its partners should engage in a collaborative communication while implementing the steps below:

Travel Reporting:

- CGH is responsible for reporting all travel requests to NCI/NIH/HHS for non-CGH travelers in the defined reporting systems, (i.e. CTPS, STEP, Attachment A, etc.)

Travel Authorization:

- CGH contact will coordinate and provide the SOP, electronic travel system routing information, and CAN number to the travel planner from the traveler's office.
- The non-CGH travel planner will create and prepare the electronic travel document with all appropriate documentation uploaded, including flights, itinerary, and hotel reservation, etc. in the electronic travel system.
- The non-CGH travel planner will scan or hand deliver the travel package to the CGH contact once the travel document is ready for review, no later than 8 weeks prior to departure for a Foreign travel, and 4 weeks for a Domestic travel.
- The CGH contact will submit a helpdesk ticket to have the routing changed to the correct OD routing.
- Once routing is correct the CGH reviewer will submit the final package to the OD AO for review and approval.

Travel Voucher (Return from trip):

- Upon travelers return from the trip, non-CGH travel planner creates and prepares the travel voucher in the electronic travel system, including all appropriate documentation.
- Non-CGH traveler will review and sign voucher.
- The non-CGH travel planner will scan or hand deliver voucher package to the CGH contact along with all appropriate information for review and approval within 5 days of returning from the travel.
- CGH contact routes the voucher package to the OD AO for approval and funds are to be paid to the traveler.
- Traveler reports to CGH leadership on contacts made and benefits of travel to CGH/NCI, and provides photos (for tweets).



Deputy Director Operations & Planning