From: Lowery, Amber (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: REVISION: Trip Purpose Description Section vs Trip Details Section and Signatures for Sponsored Travel
Date: Monday, March 22, 2010 12:49:30 PM

From: Carney, Deborah (NIH/NCI) [E]
Sent: Monday, March 22, 2010 12:48 PM
To: Bishop, Jamie (NIH/NCI) [E]; Brooks, Pamela O. (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Culley, Nicole (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Daley, Leonie (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NCI OM ARC); Guyton, Vanessa (NCI OM ARC); Haller, Denise (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (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]; Smith, Pritee (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilcox, Jessica (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Cc: Wahlert, Shari (NIH/NCI) [E]; Meredith, Kristin (NIH/NCI) [C]; Bernardo, Andrea (NIH/NCI) [E]; Cummings, Rose (NIH/NCI) [E]; Chiacchierini, Kathy (NIH/NBS) [C]; Martin, Jennifer (NIH/OD) [E]; Robinson, Kiel (NIH/NBS) [C]
Subject: REVISION: Trip Purpose Description Section vs Trip Details Section and Signatures for Sponsored Travel
Importance: High

NCI HPOCs: please disseminate this revision to your planners and approvers.

After additional research, it's been determined that the GovTrip system DOES NOT transfer either field (Trip Purpose Description or Trip Details) onto Block 4 of the 348 page. Instead, it is transferring the TRIP TYPE (domestic or foreign) into that field. Therefore, it is not necessary to put the details of the trip (title of talk, meeting title, date, location, etc...) in the Trip Purpose Description at this time, as I had indicated below. I apologize for any confusion I may have caused with my previous email. If your supervisor requests additional information regarding the specifics of the trip before signing Block 8 of the 348 form, please direct him/her to either Block 3 or Block 8 of the travel authorization.

Any changes that may be made to this functionality in the future would be considered an enhancement by Northrop Grumman. If this enhancement occurs, I'll send out a subsequent email.

Deb

From: Carney, Deborah (NIH/NCI) [E]
Sent: Wednesday, March 17, 2010 12:57 PM
To: Bishop, Jamie (NIH/NCI) [E]; Brooks, Pamela O. (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Culley, Nicole (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Daley, Leonie (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NCI OM ARC); Guyton, Vanessa (NCI OM ARC); Haller, Denise (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (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]; Smith, Pritee (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilcox, Jessica (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Cc: Wahlert, Shari (NIH/NCI) [E]; Meredith, Kristin (NIH/NCI) [C]; Bernardo, Andrea (NIH/NCI) [E]; Cummings, Rose (NIH/NCI) [E]
Subject: Trip Purpose Description Section vs Trip Details Section and Signatures for Sponsored Travel
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NCI HPOCs: please disseminate this information to your planners and approvers.

Comment fields in GovTrip

There are two main "Comment" fields in GovTrip:

- The first section listed is the Trip Details section, and this field corresponds to the Remarks Section or Block 8 of the travel authorization when the authorization is printed out.
- The second section is the Trip Purpose Description, and this field corresponds to the Travel Purpose or Block 3 of the travel authorization.

If you are creating a sponsored travel authorization in GovTrip, please make sure that you include all of the relevant information regarding the meeting, **such as TITLE OF TALK, MEETING NAME, TRIP PURPOSE, LOCATION OF MEETING, and DATES OF MEETING, in the TRIP PURPOSE DESCRIPTION section, because this is the portion of the authorization that automatically transfers over into Block 4/Purpose of Trip field of the 348 form**. The Ethics Office cannot approve the 348 travel package if this field is left blank.

Signatures

Please note that the supervisor's signature is still required in Block 8 of the 348 form even though he/she will also be signing the sponsored travel route slip. A supervisor can still only sign a hard copy of the 348 form outside of the GovTrip electronic routing path.

A Deputy Director or Division Director must conditionally approve a trip if it is sponsored foreign travel, and depending upon the foreign travel approver, he will sign in Block 9 of the hard copy travel authorization, or he will electronically stamp the document conditionally approved in GovTrip. If your foreign travel approver does not go into GovTrip, please make sure that you add a statement in the authorization regarding the date of approval and the name of the foreign travel approver.

If the supervisor IS the Deputy Director or Division Director, and the trip is foreign, he must electronically conditionally approve the authorization in GovTrip (or sign Block 9 of the hard copy authorization), AND he must also sign as the supervisor in Block 8 of the 348 hard copy.

If you have any questions, contact me at 301-496-2678.

Deb

Deborah L. Carney
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