From: Holden, Nina (NIH/NCI) [E]
To: NCI DCTD-ARC;
Subject: Registrations on Hardcopy of 348s
Date: Tuesday, March 22, 2011 11:12:57 AM
Attachments: Sponsored Travel Job Aid.pdf

Morning All. Due to a GovTrip issue when the 348 prints out all registration fees are being lumped into the Travel cost in Block 5. It's not being reflected in the "Other" column as indicated in the attached job aid.

Since the authorization is reviewed electronically as well as on paper and as long as everything is correct in GovTrip including the necessary signatures & documentation, the package will forwarded to Ethics for final approval.

BZ – thanks Kristen for bringing this to my attention.

Sincerely,
Nina

From: Meredith, Kristin (NIH/NCI) [E]
Sent: Tuesday, March 22, 2011 10:41 AM
To: Holden, Nina (NIH/NCI) [E]
Cc: Carney, Deborah (NIH/NCI) [E]
Subject: RE: 348 Sponsored Travel - Newman - Italy TR 0RDUG0

Hi Nina,

All registration fees are showing up in the "Travel" section of block 5 of the HHS-348 form. As Deb mentioned, we've been told that the GovTrip printout has a lot of issues, and so I review the electronic travel authorization in GovTrip and the hard copy printout. As long as everything is correct in GovTrip (and we have all necessary signatures and documentation), we can forward the travel package to the Ethics office for final approval.

Please feel free to contact me if you have any questions.

Thanks,
Kristin

Kristin Meredith
NCI Program Analyst
BLDG 31/RM 3B44

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From: Carney, Deborah (NIH/NCI) [E]
Sent: Tuesday, March 22, 2011 10:05 AM
To: Meredith, Kristin (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]
Subject: FW: 348 Sponsored Travel - Newman - Italy TR 0RDUG0
Importance: High

Hi Nina,

I think there have been a lot of issues with the hard copy 348 form since we've been using GovTrip, and they haven't affected the validity of what's showing in the GovTrip system, but I'm also forwarding your question along to Kristin because she looks at all of the packages in their hard copy form, while I usually review everything in GovTrip electronically.

Kristin, have you noticed that the reg fee is being lumped into the "TRAVEL" section of Block 5 of the 348?

Thanks,
Deb