From: Lowery, Amber (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: SPONSORED TRAVEL: Meals included in registration fee or hotel AND meals provided by sponsor/ sponsor reimbursable on same day
Date: Tuesday, March 23, 2010 1:55:33 PM

From: Carney, Deborah (NIH/NCI) [E]
Sent: Tuesday, March 23, 2010 11:54 AM
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]
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NCI HPOCs: please disseminate this information to your planners and approvers.

For SPONSORED TRAVEL AUTHORIZATIONS in GovTrip, if there are meals included in a registration fee or hotel cost, and the sponsor is providing meals in kind or reimbursable on the same day, the user can't check the Meals Provided box **AND** use the Actual Meals feature at the same time. Therefore, the correct way to indicate that meals are included in the registration fee/hotel cost is to put a **zero in the appropriate meal field(s) in the Actual box**—do not check the Meals Provided box. Then put the actual dollar amount of the other meal(s) that is in kind/reimbursable in the Actual box, and you should come up with the correct amount, which is the per diem rate minus the included meals.

If there is a third method of reimbursement that must be identified for that specific day of per diem—as an example, NCI is paying for incidentals that day--that amount should be listed as a Miscellaneous Expense in the Expenses section.

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

Deb

Deborah L. Carney
NCI Travel Specialist
Bldg 31/3B44
phone: 301-496-2678
fax: 301-480-0517