From: Heckman, Dana (NIH/NCI) [E]
To: NCI DCTD Travel Planners
Cc: NCI DCTD-ARC
Subject: FW: SPONSOR FUNDED TRIPS
Date: Tuesday, March 13, 2012 10:31:13 AM
Importance: High

FYI

From: Carney, Deborah (NIH/NCI) [E]
Sent: Monday, March 12, 2012 4:23 PM
To: Bishop, Jamie (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Corum, Ashley (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Daley, Leonie (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NIH/NCI) [E]; Evans, Dolores (NIH/NCI) [E]; Gabossy, Andrea (NIH/NCI) [E]; Grove, Linda (NIH/NCI) [E]; Guyton, Vanessa (NIH/NCI) [E]; Heckman, Dana (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Kapinos, Kathryn (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (NIH/NCI) [E]; Miller, Nikeia (NIH/NCI) [E]; Moon, Annie (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]; Sarkisian, Chamindri (NIH/NCI) [E]; Shipe, Kelly (NIH/NCI) [E]; Singletary, Marketta (NIH/NCI) [E]; Smith, Mary (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Solomon, Lester-Mark (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilkins, Becky (NIH/NCI) [E]
Cc: NCI ARC Managers; NCI ARC Deputy Managers; Czajkowski, John (NIH/NCI) [E]; Wahlert, Shari (NIH/NCI) [E]; Hendrick, Kina (NIH/NCI) [E]; Hale, Eric (NIH/NCI) [E]
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NCI HPOCs: Please forward this information to your planners and approvers who process sponsored travel.

NIH has provided additional guidance regarding the waiver request process for "Exceptional Circumstances" related to sponsor reimbursement from an organization--I've included supplementary information below:

- NIH has created **blanket waivers** for three sponsors-- **Federation of American Societies for Experimental Biology (FASEB), Gordon Research Conference (GRC), and Keystone Symposium**. If you receive any letters of invitation from one of these three organizations that includes sponsor reimbursement, you may continue to process the authorization as you would have processed it BEFORE the new 2012 HHS Travel Manual became effective, and you don't need to prepare a waiver form.

- **The waiver form may not be submitted to NIH for approval if sponsor reimbursement totals $499 or less**. If the sponsor offers to reimburse expenses that total $499 or less, the sponsor must pay for some or all of those items in kind and/or NCI must absorb the costs of some or all of those items. Also, for waiver form request purposes, the $500 limit cannot include any expenses for which the sponsor is paying in kind. In other words, if the sponsor is waiving (paying in kind) a registration fee of $400, and the sponsor has also offered to reimburse the traveler for $200 worth of taxis upon completion of the trip, you cannot combine the $400 waived registration fee and $200 for sponsor-reimbursed taxis to equal $600 and then request waiver approval for the $200 worth of sponsor-reimbursed taxis.

NOTE: The NCI sponsor-funded limit of $500 or more in order to process sponsored travel in general (approved by NCI Director in February 2009) is still in effect.

- Regarding (c) below, NIH senior staff have confirmed that they will not accept the traveler's justification or documentation that a sponsor cannot provide expenses in kind. The **sponsor must provide documentation to the planner/AO/traveler**, either within the Letter of Invitation or as separate documentation, indicating specifically why the organization cannot support in kind travel arrangements. Convenience of a particular method of reimbursement for the organization, or the relatively small size of an organization, will not automatically be considered adequate justification for waiver approval.

- If there have been issues in the past with a specific sponsor providing a check in a timely manner, problems with wire transfers from a sponsor being allocated to the correct authorization due to missing information, or discrepancies in the agreed-upon amount of funding from the sponsor vs actual reimbursement, please **do not request waiver approval for these delinquent or problematic sponsors**. Each fiscal year, over $100,000 in funding for travel expenses is not recouped by NCI because sponsors did not send checks at all or NCI did not receive checks for the full reimbursement amounts that were identified on the travel voucher. These remaining travel expenses are ultimately paid for with funds from the direct/lab/branch/program area CAN each year.

- Regarding (e) below, I will provide additional information regarding reporting form specifics in future emails.

Contact me if you have additional questions at 301-496-2678.

Thanks,
Deb

From: Koitz, Barry (NIH/OD) [E]
Sent: Monday, March 12, 2012 12:04 PM
To: List ICTRAVELPOC-L
Subject: SPONSOR FUNDED TRIPS

Good afternoon,

The purpose of this e-mail is to update you on NIH's policy regarding in-cash sponsor funding for trips commencing April 1 or later. The following applies:

a. A blanket waiver exists for in-cash sponsor funding provided by FASEB, Keystone and Gordon Research regardless of dollar amount. As such, STO waiver is not required for these three sponsors.

b. For all other sponsors, STO approval is required for all in-cash requests $500 or greater. NIH will no longer accept in-cash sponsorship under $500 unless it is for one of the three sponsors having a blanket waiver.

c. Besides meeting the $500 threshold, the sponsor's letter of intent must state their internal operations cannot support arranging for in-kind travel arrangements.

d. The IC must certify that "there are no known issues of the given sponsor not

providing timely cash reimbursement".

e. ICs with approved waivers need to actively follow-up with sponsors to collect monies owed. Furthermore, ICs will have to submit quarterly reports to the STO showing collection activity. For each trip, the report will note the traveler's name, TA number, beginning and ending trip dates, sponsor name and sponsor amount. The sponsor amount will be expanded to show how much was collected and when the check was received by the IC. For sponsorship monies outstanding, the report will show if the amount due is within 30-days of the trip's ending date, between 30-60 days or over 60 days. OFM will develop a standard form for use by the ICs to report this information.

f. The STO waiver form is currently being revised to reflect these changes and will be provided under separate cover.

As always, please contact me if you have any questions/concerns.

Barry Koitz