



Date: \_\_\_\_\_  
To: John E. Niederhuber, M.D., Director, NCI  
From: Deputy Director for Management, NCI  
Through: Director, Office of Management Analysis and Assessment \_\_\_\_\_  
Subject: Request for Approval to Modify NCI Policy re Sponsored Travel

The purpose of this memorandum is to request your approval for two modifications to the NCI policy regarding Sponsored Travel. The following modifications were recommended by an NCI Sponsored Travel Workgroup which I convened to examine issues associated with the processing of NCI Sponsored Travel Requests and were accepted by the Executive Committee on January 6, 2009.

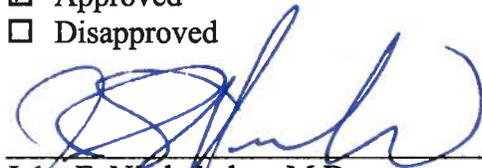
Proposed Modifications

1. Because of the high cost of processing requests for sponsored travel, NCI will consider only those requests which are for \$500 or more. All other travel must be paid for with appropriated funds.
2. All sponsored travel requests must be received by the servicing ARC no later than four (4) weeks prior to the travel. The NCI Ethics Office must receive the request no later than three (3) weeks prior to the travel. If these deadlines are not met for any reason, the travel will be changed to regular travel and paid for with appropriated funds.

After signing, please return this memo to Karen Hubbard, Office of Management Analysis and Assessment, Building 6116, Room 705 for posting, distribution and filing. If you have any questions, I can be reached at 301-435-2455.

  
Lawrence J. Ray

- Approved  
 Disapproved

  
\_\_\_\_\_  
John E. Niederhuber, M.D.  
Director, NCI

2-3-09  
Date