

## NCI Routing and Transmittal Slip Sponsored Travel 348 Package



DATE: \_\_\_\_\_

TO:			INITIAL	DATE
1	Originating Office			
2	Traveler			
3	Supervisor			
4	ARC (AO)			
5	ADAO			
6	NCI Ethics Office			

RETURN TO:		<i>Include Name, Building, Room Number, &amp; Phone Number</i>	INITIAL	DATE
7	ARC (AO)			

**NOTE: There is a separate routing slip for the Ethics portion of the travel package.**

### Sponsored Travel Package Checklist

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| <ul style="list-style-type: none"> <li>1 Route Slip</li> <li>2 Signed Travel Authorization and HHS 348</li> <li>3 Additional 348s for Multiple Sponsors (If Applicable)</li> <li>4 Traveler Certification Checklist</li> </ul> | <ul style="list-style-type: none"> <li>5 AEA Memo (If Applicable)</li> <li>6 Letter of Invitation &amp; Background Information (i.e., No Federal Funds)</li> <li>7 Justification – Spousal Travel (If Applicable)</li> <li>8 Confirmation that Sponsored Travel is over \$500</li> </ul> |
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Employee Name: \_\_\_\_\_

Sponsored Travel Authorization #: \_\_\_\_\_ Sponsored Date of Travel: \_\_\_\_\_

Comments:

**FROM:** (Name, Building, Room Number, & Phone Number)