From: Jenkins, Joe (NIH/NCI) [E]
To: NCI DCTD EMPLOYEES; NCI DCTD-ARC;
NCI DCTD Travel Planners;
Subject: Sponsored Travel
Date: Tuesday, March 22, 2011 12:43:45 PM

Subject: Sponsored Travel (Foreign and Domestic)

General Information: Sponsored travel while perceived as a "budget multiplier" on one hand is a significant administrative challenge on the other because of the multi-levels of review, processing time, and ethics approval. We have had a long standing SOP that the sponsored travel packets be sent to the ARC eight (8) weeks prior to the traveler's departure date. This ensures there is sufficient time for the ARC to review the package, any rework to be completed and to finish any internal processing/reviews/signatures so it will arrive in the NCI Travel/Ethics office at least five (5) weeks prior to the departure date.

Procedures Reminder: We (DEAS, Scientific staff, ARC) are all stakeholders in the ethics driven sponsored travel process to which we have to subscribe. To ensure we get timely approval for the Sponsored Travel requests everyone needs to do their part.

- Fundamental Rule: All (foreign and domestic) sponsored travel requests must be 100% complete (including the Notice of Foreign Travel (NFT) initiated if this is a foreign trip) and arrive in the ARC eight (8) weeks prior to departure. If the sponsored travel request is not delivered to the ARC on or before the 8 week deadline we will return it the supervisor to determine if the Program will support a TDY using appropriated funds.
- Travel Planners in the Scientific Program: Initiate the processing of the request as soon as the scientist/medical officer receives the invitation to ensure the travel package is complete with appropriate signatures and reviewed by DEAS management. To eliminate "re-work" and delay all errors or missing documentation must be corrected before sending it to the ARC to meet the eight week deadline.
- Scientific Staff: Please provide your travel planner the sponsored travel invitation and all supporting documentation as soon as you receive it (even if it is a year or six months before the meeting). Key- Please monitor the travel planners' progress- random checking is a tremendous incentive for the travel planner to get the request completed. Your support with an active surveillance

of the travel request will help ensure the sponsored travel request is ready in plenty of time for your review to ensure the details are correct and to get yours and your supervisor's signature well before the day it is due to the ARC.

Thank you for you help.

Regards,

Joe

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