NCI/DCTD/ARC

Travel SOP – GovTrip

Revised June 2014
DCTD Travel Team

DCTD Travel Log

(THIS SECTION UNDER CONSTRUCTION)

- **WHAT IS THE TRAVEL LOG?**

The travel log is used to record and report ALL meetings, conferences and training. As soon as a planner is informed of a traveler's (including contractors) intent to host or attend, a new entry must be added to the log.

- **HOW TO REPORT**

1) New entries added to log by planner @ the bottom of the log in 'red' type
2) Planner updates and submits the log to the Program Point of Contact (POC) adhering to internal program deadlines with a copy to the appropriate AO
3) POC reviews and submits the log every Friday, by NOON, to Division Travel Reporting Coordinator
4) The following Monday, the POC will receive an updated 'master' log to be used for Friday's submission
5) Repeat steps 1-4

- **TRAVEL PLANNER RESPONSIBILITIES**

  - Communicate with traveler
  - ALL fields on the log must be complete at time of submission using official information
  - Review returned 'master' log for status updates or comments from Division Travel Reporting Coordinator
  - All travel should be reported by established deadlines
  - Begin travel authorization process in order to meet Domestic/Foreign submission deadlines
  - Communicate any updates or change in status to traveler

"NEW" HHS TRAVEL MANUAL UPDATES

- CAPPING OF PER DIEM & TRANSPORTATION EXPENSES

  Employees cannot waive any Entitlements (i.e. per diem or transportation cost) to go on government travel –IF the government is not funding the cost of transportation or the traveler cannot go on the trip.

- LEAVE POLICY FOR TDY TRAVEL

  DOMESTIC & FOREIGN
  - For every night of lodging, ONE day of annual/compensatory leave may be taken up to a maximum of 3 days
  - HHS strongly discourages using leave in conjunction with a Foreign trip to avoid the impression that government funds are being used for personal benefit.
- SPONSORED
  - No leave allowed when trip is funded partially or fully by a sponsor

- SPONSOR REIMBURSABLE EXPENSE

  Travel Authority 31 states that Sponsored Reimbursable travel is NO longer allowed effective April 1, 2012. Expenses should be Sponsored In-Kind ONLY!

- SPONSOR REIMBURSABLE EXPENSE

  First consideration should be FEDROOMS for travel with 1-13 nights
  - GSA contracted
  - Offers rates that are at or below per diem
  - Provides FREE internet access
  - FedRooms are listed under 'Govt Preferred' tab in the lodging section in GovTrip and on the DCTD Website under the Travel section in the Tools Sub section

HHS TRAVEL MANUAL UPDATES continued…

- AUTHORIZATION OF AEA
  - New Memo Template provided by HHS
  - Requires a cost comparison from 3 hotels with one of the hotels at the maximum lodging rate set by GSA provided by OMEGA. If no rooms are available then this information must be part of the justification along with the 3 quotes

- REIMBURSEMENT WHEN SOMEONE ELSE DRIVES THE TRAVELER TO/FROM THE AIRPORT

  A constructed cost comparison is required for these 2 scenarios and must be submitted with the travel package:
  - Use of a taxi, shuttle, etc.
  - Driving to the airport (mileage) and any necessary parking costs in the lowest costing available parking facility – NOT long term parking

- CONFERENCE ATTENDANCE

  When selecting "Conference" as the Trip purpose, you must also select the Conference Title that the traveler will be attending from the available list. If the conference title is not there, contact the Travel HPOCs to have the title added.

- TRAVEL AND TRANSPORTATION COST COMPARISON

  When a traveler works in a market such as DC which is served by multiple airports, a cost comparison need to be prepared showing the total constructed cost traveling from each of the available airports, i.e. BWI, National and Dulles including round-trip airfare and ground transportation.

  The cost comparison (HHS template provided) should be uploaded into the ETS with the traveler using the airport with the lowest constructed cost.

AIRPORT COST COMPARISON FORM

Airport Cost Comparison Worksheet of the National Institutes of Health

Outbound from the National Capital Region

Traveler's Name:	Proposed Travel Dates:
Destination:	Omega Agent:
Date of Cost Comparison:	Travel Authorization # (if available):

This constructed cost comparison worksheet is used to document airport selection when multiple airports serve the market of the departure city. It is not required when a sponsor provides in-kind tickets. The trigger for the cost comparison worksheet begins with the contract city pair fares. If the airport with the lowest contract city pair fare is selected, then this worksheet is not required. Instead, document the cost(s) of the other contract airfare(s) not selected in the travel authorization. If using the online booking engine, take a screen shot of the available airfare costs and upload it to the Travel Authorization.

This worksheet is required when a non-contract carrier is selected to evidence the 40% saving for domestic and non-foreign flights or 15% saving for international flights.

In arriving at comparables, travel planners/AOs need to consider all measurable costs including the cost of tickets, ground transportation to/from the airport, tolls, and parking at the airport. The cost comparison needs only to reflect the single mode of ground transportation that a traveler would most likely take in the event that they would be flying from that airport. Given the overarching requirement to reduce costs, while also wanting to minimize the administrative burden of the cost comparison and acknowledging lost productivity concerns, NIH has established a $100 tolerance allowing another airport, other than the airport with the overall lowest cost, to be selected. The cost comparison worksheet should be uploaded into GovTrip as documentation for the selection made.

	Airports			Train Station
Airport Code	BWI	IAD	DCA	(If applicable)
Airline Carrier				
Contract Carrier (Yes/No)				
Round-trip Cost				
Taxi /Shuttle				
Metro				
POV				
Parking				
Tolls				
Total Cost	$0.00	$0.00	$0.00	$0.00
Trip Selected	☐	☐	☐	☐
The airport having the lowest overall cost has been selected, or the airport selected is within the $100 tolerance.				☐
The airport selected does not have the lowest overall cost nor is it within the $100 tolerance. Describe the mission critical circumstance(s) in the Justification section.				☐

Justification (Use continuation sheet if necessary):

DOMESTIC/FOREIGN TRAVEL PACKAGES

DOMESTIC TRAVEL COMPLETED PACKAGES

Submitted to the ARC for AO's approval at a minimum of 3 weeks prior to trip start date

FOREIGN TRAVEL COMPLETED PACKAGES

Submitted to the ARC for AO's approval at a minimum of 8 weeks prior to trip start date

Both Packages MUST contain:

- ✓ DCTD Travel Authorization Route Slip
- ✓ DCTD Domestic Travel Authorization Checklist *(OR)*
- ✓ DCTD Foreign Travel Authorization Checklist
- ✓ Completed Travel Authorization Form

(Make sure all GovTrip Printouts are done in at least 90 - 100% print out view and NOT in "Shrink to fit" format)

- Required Signatures
  - Traveler
  - Traveler's Supervisor

✓ Entire travel package UPLOADED into GovTrip as 1 complete file – NOT individual attachments

DCTD TRAVEL AUTHORIZATION ROUTE SLIP

DCTD TRAVEL AUTHORIZATION ROUTE SLIP

Do NOT Alter this Form

DOMESTIC & LOCAL (HHS-99)

***Required Lead Time to ARC: 3 week minimum**

****Over $10,000 - Required Lead Time to ARC: 8 week minimum**

FOREIGN

***Required Lead Time to ARC: 8 week minimum**

****Over $10,000 – Required Lead Time to ARC: 10 week minimum**

Traveler Name: _____

Travel Authorization #: _____

Destination: _____

Dates of Travel: _____

TO:	Initial	Date
1. Travel Planner:		
2. Traveler:		
3. Traveler's Supervisor:		
4. Associate Director (For Branch Chief/Foreign Travel Only):		
5. Administrative Officer :		
6. Division Director (For Associate Director/Foreign Travel Only):		
7. RETURN TO Administrative Officer:		

COMMENTS:

DCTD DOMESTIC AUTHORIZATION CHECKLIST

DOMESTIC TRAVEL AUTHORIZATION CHECKLIST

Required Lead Time to ARC: 3 week minimum
Over $10,000 – Required Lead Time to ARC: 8 week minimum

Traveler Name:_____ Travel Authorization #:_____

Required Documents	**UPLOAD 1 Complete File into GovTrip**

- ☐ DCTD Travel Authorization Route Slip
- ☐ DCTD Domestic Travel Authorization Checklist
- ☐ GovTrip Travel Authorization (also signed electronically)
  Required Signatures – Traveler, Traveler's Supervisor
- ☐ Hotel Confirmation
- ☐ Airport Comparison Chart
- ☐ Additional Required Documentation, if applicable (from list below)

Additional Required Documentation (if applicable)

- ☐ AEA Memo - upload into GovTrip
  Use standard memo; approved by Supervisor
- ☐ Annual Leave – enter into GovTrip and ITAS; approved by Supervisor;
  Attach approved ITAS Leave Approval Email, upload into GovTrip.
  Note: One day of AL/Comp Leave can be taken for each night of lodging - up to a maximum of 3 days per TDY trip.
- ☐ Cash ticket – Use standard memo; approved by EO, NCI (AO will upload into GovTrip upon approval)
- ☐ Comp Time for Travel – enter into GovTrip under Other Authorizations
- ☐ MapQuest print out(s) showing POV mileage – upload into GovTrip
- ☐ Registration fee: Purchase Card Holder's Name: _____
  Amount: _____ Meals included in registration fee? YES NO (circle one)
- ☐ Non-Contract Carrier – enter justification into GovTrip under Other Authorizations; approved by AO
- ☐ Premium Class – use standard forms; approved by EO, NCI (AO will upload into GovTrip upon approval)
- ☐ Rental Car Form– use Standard Form; approved by the Supervisor, Upload into GovTrip
- ☐ State Tax Exemption – if exemption exists, include this in Traveler's Packet Folder
- ☐ Widely Attended Gathering (WAG) – upload waiver form into GovTrip

Important Notes:

Online booking is STRONGLY recommended. Please contact your Administrative Officer prior to contacting Omega.

Samples and forms can be found on the DCTD ARC Website: http://home.ncifcrf.gov/dctd-arc/

For 348 Sponsored Travel, Use Sponsored Travel Route Slip/Checklist

DCTD FOREIGN AUTHORIZATION CHECKLIST

FOREIGN TRAVEL AUTHORIZATION CHECKLIST

Required Lead Time to ARC: 8 week minimum
Over $10,000 – Required Lead Time to ARC: 10 week minimum

Traveler Name:_____ Travel Authorization #:_____

Required Documents	UPLOAD 1 Complete File into GovTrip

- ☐ DCTD Travel Authorization Route Slip
- ☐ DCTD Foreign Travel Authorization Checklist
- ☐ GovTrip Travel Authorization (also signed electronically)
  Required Signatures – Traveler, Traveler's Supervisor, Division Director
- ☐ Hotel Confirmation
- ☐ Airport Comparison Chart
- ☐ Notification of Foreign Travel (NFT) (now integrated into GovTrip – must be pre-approved by AO at least 35 days prior to trip start date)
- ☐ Foreign Money Conversion Calculation sheet showing US dollar value
- ☐ Additional Required Documentation, if applicable (from list below)

Additional Required Documentation (if applicable)

- ☐ AEA Memo - upload into GovTrip (Use standard memo; approved by Supervisor)
- ☐ Check VISA Requirements for TDY Location
- ☐ VALID Official Passport Required – must NOT expire within 6 mths of travel start date
- ☐ Annual Leave – enter into GovTrip and ITAS; approved by Supervisor
  Attach approved ITAS Leave Approval Email., upload into GovTrip.
  Note: Number of AL days should not exceed 2 days per trip (maximum 6 days per fiscal year), excluding weekends and holidays
- ☐ Cash ticket – Use standard memo; approved by EO, NCI (AO will upload into GovTrip upon approval)
- ☐ Comp Time for Travel – enter into GovTrip under Other Authorizations
- ☐ MapQuest print out(s) showing POV mileage – upload into GovTrip
- ☐ Registration fee: Purchase Card Holder's Name: _____
  Amount: _____ Meals included in registration fee? YES NO (circle one)
- ☐ Non-Contract Carrier – enter justification into GovTrip under Other Authorizations; approved by AO
- ☐ Foreign Flag Carrier – use standard form; approved by ARC Director (AO will upload into GovTrip upon approval)
- ☐ Official Duty Activity Memo – upload approved memo into GovTrip
- ☐ Premium Class – use standard forms; approved by EO, NCI (AO will upload into GovTrip upon approval)
- ☐ Rental Car Form– use Standard Form; approved by the Supervisor
- ☐ Widely Attended Gathering (WAG) – upload waiver form into GovTrip

Important Notes:

Online booking is STRONGLY recommended. Please contact your Administrative Officer prior to contacting Omega.
Samples and forms can be found on the ARC Website: http://home.ncifcrf.gov/dctd-arc/

For 348 Sponsored Travel, Use Sponsored Travel Route Slip/Checklist

SPONSORED TRAVEL

Sponsored Travel entered into GovTrip

- "NEW" Under Travel Authority 31 of the HHS Travel Manual – Sponsored Reimbursable is NO longer allowed. All Trips MUST be Sponsored In-Kind ONLY!
- Confirmation that Sponsored travel is over $500
- Packages MUST be submitted to the ARC 8 weeks prior to trip start date – accurate and complete
- Sponsored Travel should be put on the DCTD ARC Travel Log upon receiving the Invitation Letter (START PREPARING TRAVEL PACKAGES IMMEDIATELY)
- NO Annual Leave allowed
- NEW DCTD Tools:
  - 348 Ethics Checklist – Step by Step to do list for Preparing Sponsored Travel *(Do Not include in Package)*
  - Sponsored Meals Chart (Mandatory) - To aid with determining what meals are being provided and the method being used. (Required as part of package to ARC)
- Non-FTE can NOT use the HHS-348 Sponsor Travel Mechanism
  - NON-FTE Route Slip
  - NIH Manual 1500, Appendix 10/10B

Sponsored Travel Package MUST Contain: (FTE's Only)

- "NEW" Route Slip (date April 2014)
  - Initialed by:
    - Planner
    - Traveler
    - Supervisor
    - Admin. Officer
- Signed Travel Authorization and HHS 348
- If Multiple Sponsors - Additional 348s
- Traveler Certification Checklist & Ethics Checklist
- Letter of Invitation
  - No Federal Fund Statement
  - Name & Address of sponsoring organization covering expenses
  - List of Sponsored Expenses provided in-kind
  - Date and Location of Meeting/Conference
  - Purpose of Trip
  - No Honorarium Offered
- Meeting Agenda
- <u>If Applicable:</u> NFT Printout for Foreign, AEA statement, Rental Car Justification, Premium Class Travel Justification
- Flight Itinerary
- Hotel Reservation
- Registration Fee Information and Cost (Any Meals or Social Events Included)
- POV

SPONSORED AEA STATEMENT

For all hotel rates that are over per diem and we are using actual cost you must type this statement into the trip details section of the travel authorization:

(Traveler's name) is requesting approval of actual subsistence for sponsor in-kind lodging valued at $Actual rate which is % of the government allowance of 125%. This percentage falls within the 300% threshold allowed by the FTR. The sponsor has noted that all other non-federal participants will be provided with the same accommodations.

To figure out your percentages you will use this method - Take actual rate divided by the per diem rate multiply by 100 to get %.

<u>This is the rule for sponsored travel ONLY.</u>

SPONSORED ETHICS CHECKLIST TRAVELER'S STATEMENT – #4

On the travel ethics checklist – the only comment that ETHICS will allow and accept in #4 is:

"It is customary for non-conflicting sponsors to offer support for travel of mutual benefit to the sponsor and NIH".

348 ETHICS CHECKLIST

NCI HHS-348 Sponsored Travel Checklist

General

- ☐ **Package meets ADAO/Ethics deadlines: Domestic travel – 8 weeks, Foreign travel – 10 weeks**
- ☐ **Sponsored amount is ≥ $500**
- ☐ **Traveler is an FTE**

  Note: Non-FTEs cannot use the HHS-348 Sponsored Travel mechanism.

- ☐ **Event website researched to obtain important background information**

Travel Package Required Documents

- ☐ **Travel package route slip**
  - ☐ Initialed by administrative officer, planner, traveler, and supervisor
- ☐ **Complete travel authorization (includes HHS-348 form and Ethics Checklist)**
  - ☐ Block #9 of travel authorization has foreign travel approver's signature (required for foreign travel only)
  - ☐ Block #7 of HHS-348 has itemized list of all NCI expenses with costs
  - ☐ Block #8 of HHS-348 has supervisor's signature
  - ☐ Name and title of supervisor and foreign travel approver is printed under each signature
  - ☐ Ethics Checklist electronically signed by traveler and question #4 answered with standard statement: *"It is customary for non-conflicting sponsors to offer support for travel of mutual benefit to the sponsor and the NIH."*
- ☐ **Notification of Foreign Travel (NFT) printout (required for foreign travel only)**
- ☐ **Invitation letter**
  - ☐ NO FEDERAL FUNDS statement
  - ☐ Name/Address of sponsoring organization covering expenses
  - ☐ List of the sponsored expenses provided in-kind
  - ☐ Date and location of meeting/conference
  - ☐ Purpose of trip
  - ☐ No honorarium offered

SPONSORED MEAL CHART

MEALS AND INCIDENTALS CHART FOR SPONSORED TRIPS AND MEALS PROVIDED

Traveler's Name: Sharie Doe **TA#:** 0ABC2012

Trip Dates: 01/01-03/2012 **Trip Location:** Los Angeles, CA

DATE	MEALS M&IE	INCLUDED IN ACCOMMODATION FEE	INCLUDED IN REGISTRATION FEE	PROVIDED IN-KIND	NOT COVERED (NCI EXP)
01/01/12	Breakfast	X			
	Lunch			X	
	Dinner			X	
	Incidentals				X
01/02/12	Breakfast	X			
	Lunch				X
	Dinner				X
	Incidentals				X
01/03/12	Breakfast	X			
	Lunch				X
	Dinner			X	
	Incidentals				X

NOTE: As of 4/1/12 – Travel Authority 31 of the HHS Travel Manual states that Sponsor Reimbursable Travel is NO longer allowed – Sponsor In-Kind ONLY.

On the travel authorization your comments will need to read:

Meals:
01/01/2011 B is included in accommodation fee, L and D are Sponsor In-Kind, NCI is paying IE
01/02/2011 B is included in accommodation fee, NCI is paying L and D and IE
01/03/2011 B is included in accommodation fee, D is Sponsor In-Kind, NCI is paying L and IE

SAMPLE

SPONSORED MEAL CHART continued…

THINGS TO REMEMBER:

1) "X" or zero out meals that are included in registration fees and/or hotel costs.

Enter per-diem info coded as in-kind

2) When using multiple methods of reimbursement, enter per diem information into GovTrip using the following order:

1. Sponsored In Kind
2. Personal

3) Enter information in Per Diem section first, and enter remaining entitlements in Non-Mileage Expenses section as "miscellaneous" expenses.

Meal deduction calculation:

(Per Diem Rate)-(In-Kind)-(Reg/Hotel)=Reimbursable Amount

Meal deductions for first or last day of travel:

(0.75 × Per Diem Rate)-(In-Kind)-(Reg/Hotel)=Reimbursable Amount*

4) Sponsor never pays for incidentals.

SAMPLE

"NEW" NON-FTE HHS-348 ROUTE SLIP

NCI Non-FTE Sponsored Travel Route Slip

To:	Name & Location	Initial	Date
1. Originating Office			
2. ARC (AO)			
3. Supervisor			
4. ARC (AO)			
5. NCI Ethics Office	Shari Wahlert 6116/202		
6. Return To: ARC (AO)			

Required Documentation:	
☐ 1. Route Slip ☐ 2. NIH Manual 1500, Appendix 10 ☐ 3. NIH Manual 1500, Appendix 10B ☐ 4. Letter of Invitation ☐ 5. Background Information	**Traveler:**
	GovTrip TA:
	Dates of Travel:
	Location:
	Sponsor:

Comments:

From:	Building/Room:	Phone:

Updated 7/12/11

SPONSORED CORRECTIONS CHECKLIST

After making changes to dollar amounts in GovTrip, especially in the per diem section, you should always double check the following areas for accuracy before routing or saving

Ethics Package: Check all applicable	
Change sponsored amount on ODA memo	
Travel Package: Check all applicable	
Check remarks to ensure that dollar amounts match	
Check lodging allowed amount	
Make sure all expenses are allocated to correct CAN	
Change block 7 of the authorization	
Change NFT	

"NEW" FTE ONLY HHS-348 ROUTE SLIP

NCI TPC/Ethics Office Routing and Transmittal Slip

HHS-348 Sponsored Travel

To:	Name & Location	Initial	Date
1. Originating Office			
2. Traveler			
3. Supervisor			
4. Division Director (foreign)			
5. ARC (AO)			
6. Simultaneously send this package to TPC and NCI Ethics Office			
7. Return to ARC (AO)			

NOTE (see #6 above) – to be completed at the same time:

1) Send complete hard copy of 348 package to TPC (31/3B44) AND
2) Scan complete 348 package to the NCI Ethics Office at nciethics@mail.nih.gov

Traveler Name:	
Sponsor(s):	
Dates of Travel:	
Location(s):	

Required Documentation
☐ Complete travel authorization (includes HHS-348 form and Ethics Checklist)
☐ Notification of Foreign Travel (NFT) (foreign travel only)
☐ Letter of invitation (includes No Federal Funds statement)
☐ If honorarium offered, documentation that honorarium was declined
☐ Agenda
☐ Actual Expense Allowance (AEA) statement (in-kind) or memo (if applicable)
☐ Hotel confirmation from sponsor
☐ Flight/train itinerary from sponsor
☐ Airport cost comparison (if applicable)
☐ Background information (CRADAs, MOUs, confidential disclosure agreements, registration information, etc.)

From:	Building/Room:	Phone:

HELP RESOURCES

Order of Help Resources

NO Planner should contact any offices outside of the ARC unless otherwise instructed

1) Administrative Officer (AO)
2) Email HPOC Helpdesk: ncidctdtravelhpocs@mail.nih.gov
   - Copy AO on email
   - HPOC Team: Sharie Diggs, Dana Heckman, Nina Holden, Chiquita Savoy, and Becky Wilkins
3) GovTrip HELPDESK (Tickets submitted by HPOCs ONLY)

TRANSPORTATION/LODGING RESERVATIONS

- ✓ Typing in the Trip Purpose section prompts a reaction from OMEGA and will also incur a TMC Fee (Type in TRIP DETAILS ONLY)
- ✓ Order of Mandatory Sources
  - ✓ Online booking via GovTrip
  - ✓ Omega
  - ✓ No reservations should be made with Hotel Directly
- ✓ Travelers should not make own reservations

CANCELLATION OF GOVTRIP DOCUMENTATION

On-Line Booking of Reservation (did not call Omega)

If the document has an on-line reservation and is cancelled prior to the tickets being issued:

1. Stamp the authorization cancelled

If the document has an on-line reservation and is cancelled after the tickets have been issued but before the trip start date:

1. Amend the authorization
2. Remove the reservation and add the cost of the ticket to the Other Transportation screen
3. Remove all other expenses except fees
4. Approve amendment
5. Voucher

If the document has on-line reservations and is cancelled after the tickets have been issued and after the trip start date

1. Create a voucher
2. Remove the reservation and add the cost of the ticket to the Other Transportation screen
3. Remove all other expenses except fees
4. Approve voucher

Off-Line Booking of Reservation (called Omega)

If the document is cancelled prior to the tickets being issued (prior to faxing):

1. Stamp the authorization cancelled

If the document is cancelled after the tickets have been issued but before the trip start date:

1. Call Omega to cancel the reservations (begins refund process)
2. Create a voucher
3. Remove all other expenses except fees
4. Approve voucher

If the document is cancelled after the tickets have been issued and after the trip start date:

1. Create a voucher
2. Remove all other expenses except fees
3. Approve voucher

AMENDMENT OF GOVTRIP DOCUMENTATION

Amendments are made by the travel planner AFTER the travel authorization has been APPROVED

Amendment Situations:

1. To Add, Remove or Change a TDY Location
   - ✓ Changing a TDY Location will affect the per diem rate and M&IE distribution.
   - ✓ Change in departure or return date if exceeds more than 5 days of the original dates
   - ✓ Ticket price may be affected if increase by $100 or more
   - ✓ Adding other expenses that were approved before trip start date
   - ✓ Voucher amount is 25% greater than the Authorization
   - ✓ Requesting Advance prior to trip start date
2. Changing On-Line Reservations after the Ticket has been Issued BUT before trip start date
   1. Move reservation cost to Other Transportation Screen
   2. Book NEW Ticket – *NOTE:* IF this change is required on the day OF the trip, Call OMEGA Directly
   3. Stamp the document signed so that it routes through OMEGA and goes to AO's for approval
3. If a document has an On-Line Reservation and Trip has to be cancelled AFTER the Ticket has been issued BUT before the trip start date
   1. Remove the reservation and add the cost of the ticket to the Other Transportation screen
   2. Remove all other expenses EXCEPT fees
   3. Approve and Voucher out
4. If an authorization has no reservation, i.e. Local, All In-Kind and the trip is cancelled
   1. Amend back into EDIT Mode
   2. Stamp Cancelled

CHANGES WHICH CAN BE UPDATED ON THE TRAVEL VOUCHER

1. Changing Mode of Transportation

2. Payment of a Registration Fee
   - Only in Emergency situations that leave on-the-spot registration as the only option

3. Errors in demographic information will require a Helpdesk ticket. Send email to HPOC mailbox
   - Name
   - Address
   - Official Duty Station
   - EIN/SSN

4. Errors in accounting data such as:
   - Project Numbers
   - OC Codes

5. Acceptance of additional payments from the approved sponsor when all after-the-fact payment conditions are met
   - On prior Approved Sponsored Travel Only (note: if the IC has not authorized acceptance of any payment from a non-Federal source prior to the employee's travel, the IC may not authorize acceptance after the fact)

NON–NIH AFFILIATED TRAVELERS

- Completed Non-NIH Affiliated Travelers form
  - Due 4 weeks prior to established ARC Lead Times
  - Send encrypted email request to HPOC Inbox: ncidctdtravelhpocs@mail.nih.gov and cc: AO
- Completed ACH Form with signature
  - Forwarded directly to OFM for processing (DO NOT send to anyone other than OFM contact)
  - Contacts: Cynthia Fortis or Ratna Bhadra
- Use Home Address ONLY! (NO Business Addresses)
- Addresses on the Non-NIH Travelers form and the travelers ACH form need to match EXACTLY. If not, request will be denied.

LOCAL TRAVEL

1. Local Vouchers (*Used for Government Meetings and Activities)*

- Submit on a Quarterly basis during the Fiscal Year
  - 1st Quarter Months – Oct, Nov, Dec
  - 2nd Quarter Months – Jan, Feb, Mar
  - 3rd Quarter Months – April, May, June
  - 4th Quarter Months – July, Aug, Sept
- *SUPERVISORS MUST SIGN HARDCOPY*

2. Local Non-Government Travel Form (HHS-99) (*Used for NON-Government Meetings and Conferences)*

- Must obtain prior approval from Supervisor on form
- Required when traveler is attending a LOCAL Non-Government Meeting or Conference.
  - Within 50 miles radius of the employee's official duty station
- Use the DCTD Local Non-Government Travel Request Form in lieu of creating a HHS-99 travel request in GovTrip
- Must be submitted to AO 3 weeks prior to trip start date
- Entire package UPLOADED into GovTrip as 1 file at Vouchering time
- Must be vouchered within 5 days after meeting ends

- All Local Vouchers due BEFORE September 1st.

LOCAL/NON-GOVERNMENT MEETING FORM

Tuition Costs & Registration Fees (Local/Non Government Meetings Only)

To be used in-lieu of HHS-99

Registrant's Name: _____

Organization: _____

Bldg/Rm/Phone: _____

CAN: _____

Registration/Tuition Cost (25.2W)_____

Travel-related Cost:

Object Class Code: _____

Mileage:_____, **Parking:**_____, **Public Transportation:**_____

Travel Cost Total: _____

Vendor Name: _____

Address: _____

Phone: _____

Title of Meeting/Course: _____

Date: _____

Location: _____

Supervisor's Name: _____

Supervisor's Signature/Date: _____

TRAVEL VOUCHER PACKAGES

- Travel Vouchers
  - Require Traveler's signature
  - Require Travelers to E-Certify (exception—Non-Affiliated Travelers)
  - Will not be approved by AO until e-certification is complete
  - Hard copy of receipts and all other supporting documentation must be scanned and attached to the electronic voucher package in GovTrip
  - Receipts are still required to be attached to hard copy voucher
  - Voucher Expense Form MUST include All expenses and traveler's signature
  - Complete Voucher Package *MUST* Contain:
    - Voucher Route Slip
    - DCTD Domestic/Foreign Voucher Checklist
    - Voucher
    - Receipts (Air, train, lodging, rental car, etc.)
    - Other required documentation
    - Voucher Expense Form – DCTD

- Foreign Vouchers CANNOT be routed for processing until the Traveler completes the Trip Report in GovTrip

- UPLOAD all documents as one complete file, NOT individual attachments

- Accuracy for Travel Auth or Vouchers
  - AO will NOT be making corrections
  - Travel Auth/Vouchers will be stamped RETURNED and forwarded back to planners
  - Correction emails listing errors will be sent to planner the 1st /2nd times; on 3rd request, the Supervisor will be cc:

TRAVEL VOUCHER PACKAGES

DCTD TRAVEL VOUCHER ROUTE SLIP

*Voucher should be completed within 5 days of the trip return date
**Quarterly Submission for Local Vouchers

Traveler Name: _____
Travel Voucher #: _____
Destination: _____
Dates of Travel: _____

TO:	Initial	Date
1. Travel Planner:		
2. Traveler: (E-Certified)		
3. Traveler's Supervisor (***Local only***):		
4. Administrative Officer:		

COMMENTS:

DOMESTIC/FOREIGN TRAVEL VOUCHER CHECKLIST

DOMESTIC/FOREIGN TRAVEL VOUCHER CHECKLIST

Voucher MUST be completed within 5 days of trip return

Traveler Name:_____
Travel Authorization #:_____

Required Documents (hardcopies) UPLOAD as 1 Complete File in GovTrip
☐ DCTD Travel Voucher Route Slip
☐ DCTD Travel Voucher Checklist
☐ GovTrip Travel Voucher (electronically signed & certified) Required Signatures – Traveler
☐ ITAS Approval Email from Traveler's Supervisor
☐ Receipt for Air, Train, etc. (should be printed after trip to ensure proper fees are included)
☐ Lodging receipt
☐ Other: (specify)_____
☐ Travel Voucher Form (with Traveler's signature)

Additional Required Documentation (if applicable)
☐ Gas receipt for rental car
☐ Rental car receipt
☐ Registration confirmation if entered in GovTrip

****NOTE: Receipts are REQUIRED for all expenses $75 or greater****
****For FOREIGN Travel ONLY – Traveler MUST complete a Trip Report before reimbursements can be issued. Copy NOT required to the ARC****

Samples and forms can be found on the DCTD ARC Website: http://home.ncifcrf.gov/dctd-arc/

DCTD TRAVEL VOUCHER FORM

VOUCHER EXPENSE FORM

NAME:		TA NUMBER:
DESTINATION:	NON-DUTY/ANNUAL LEAVE (Specify): Y/N	Dates:
DEPARTURE DATE:		RETURN DATE:

Expenses: List all business expenses paid by personal funds and provide necessary receipts – i.e., transportation tickets, lodging, taxes, local transits, registration fees, POV mileage, parking rental car, tolls, phone calls, internet, baggage, etc. Attach receipts to this form and return to your Travel Planner. Ground transportation in excess of $75 must have a receipt attached.

DATES	EXPENSE CATEGORY Transportation Tickets (air, bus, train) Lodging, Lodging Tax Registration Fees (if paid by traveler) POV Mileage, Parking Tolls Taxis, Local Transits, Rental Car Personal and Business Calls Internet Misc (Explain)	AMOUNT	RECEIPT? Yes/No	WERE MEALS PROVIDED? Yes/No Specify meal(s): Breakfast Lunch Dinner	Select Where Reimbursement Should Be Directed: 1 - Personal (Bank Account) 2 – Travel Card (Gov. Issued Credit Card) 3 – Sponsored Personal (Sponsor Reimbursing) 4- Sponsored Travel Card (Sponsor Reimbursing) 5 – Sponsored In-Kind (Sponsor Provided)

Sign or initial acknowledging the information is correct:

4-28-2010nh

OC CODES

- ✓ Regular Program Meetings OC codes
  - 2121 Domestic meeting
  - 2123 Foreign meeting
  - 2111 Site Visits
  - 2131 Non-NIH Travelers
- ✓ Conferences MUST use the following OC Codes

  (All CTPS Travel Log Items should be listed as a Conference)
  - 2151 Domestic conference
  - 2152 Foreign Conference

TRAVELER'S TRAVEL PACKAGE

- ✓ Travelers should receive a Travel Package at a minimum of 7 calendar days prior to Trip Start Date complete with the following:
  - ❑ Travel Summary Page
  - ❑ Travel Order (Approved)
  - ❑ Tickets & Itinerary
  - ❑ Hotel Information
  - ❑ Meeting Agenda
  - ❑ Meeting Correspondence
  - ❑ Tax Exempt Form
  - ❑ Voucher Expense Form

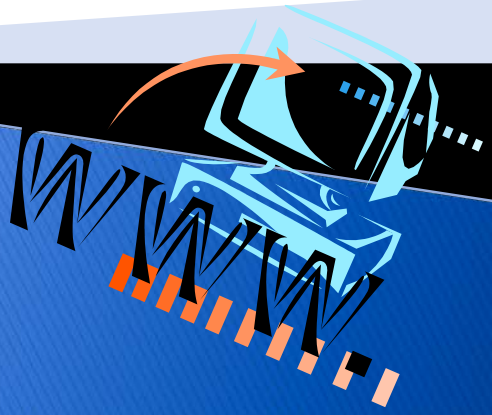
Spot checks with the travelers will be conducted to ensure folders packages are being done

ADDITIONAL TRAVEL FORMS & WEBSITES

Samples of Required Forms & Regulations

All forms located on DCTD Website:

http://home.ncifcrf.gov/dctd-arc/



AEA MEMO

- ✓ Memo should be on DHHS Letterhead
- ✓ Sample of AEA Memo – with all required detailed information
- ✓ Non-Sponsored
  - ✓ Use HHS AEA Memo template
  - ✓ Uploaded in GovTrip by the Travel Planner
- ✓ Sponsored
  - ✓ Enter AEA statement in GovTrip

FEDROOMS Website

www.gsa.gov/fedrooms

Provides Federal Travel Regulation compliant hotels for government travelers while on official gov't business.

OFFICIAL PASSPORT VISA CHART

http://www.fic.nih.gov/programs/international/visa.htm

- HHS employees on official international travel are required to use their official (or diplomatic) U.S. Government passports unless the Department of State advises otherwise.
- Individuals who are not eligible for official passports (Fellows, such as IRTAs or CRTAs, and employees who are not U.S. citizens) are permitted to travel with their personal passport on official business
- Passports with less than 6 months remaining until expiration date should be renewed prior to travel.

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WIDELY ATTENDED GATHERINGS (WAG)

Definition for WAG?

A "Widely Attended Gathering" is a meeting, conference, or other event which is attended by either a large number of people from throughout an industry or profession, or by those representing a wide range of interests. The ethics issue involved concerns those instances when an employee is invited to a Widely Attended Gathering (WAG) and offered free attendance. An offer of free attendance is considered a gift. The WAG exception to the gift prohibition permits free attendance at certain widely attended gatherings. Obtaining permission to accept these gifts protects the employee from possible accusations of accepting inappropriate gifts.

Blanket WAG

Have your AO check to see if a Blanket WAG exists

Instructions for submitting a WAG:

- Complete WAG request form: NIH-2803 (08/09) or via the Ethics website
- Lead time: Due to ARC 5 weeks prior to WAG

Information that must accompany the WAG request form before Ethics' final approval determination:

1. Should have at least 100 people attending
2. Shows a diverse group of people in attendance and indicate their affiliations
3. Has a clear benefit to the NCI, not the NCI employee attending
4. Invitation letter or e-mail
5. Background information, if any

NON-CONTRACT CARRIER JUSTIFICATION

Use of Approved Non-Contract Carrier Requires:

- ✓ "Non-Contract Airfare" *MUST* be selected in GovTrip
  - Other Authorizations Section

- ✓ Specific justification *MUST* reflect one of the following statements in the **Remarks Section** of Travel Authorization:
  - Space/Time. Seating space or the scheduled flight is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip.
  - Hours. The contract's flight schedule is inconsistent with specific policies of the NIH with regard to scheduled travel during normal working hours.
  - *DOMESTIC* - Non-Contracted fare is "more advantageous to government" as it is saving the government 40% or more (Provide comparison, for example: Contract ticket would be $800 whereas Non-Contract would be $480).
  - *FOREIGN* - Non-Contract fare is "more advantageous to government" as it is saving the government 15% or more. (Provide comparison)
  - Rail-is more advantageous to the government (Provide details).
  - Group Travel-Group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the travel management system upon booking, is not mandated to use the Government's contract city-pair airfares.
  - Delegated Authority to AO

Reference:

Policy:

NIH Manual Chapter (1500-03-02-G)- Exceptions to the Use of Govt Contract Carriers

RENTAL CAR REQUEST FORM

- ✓ Standardized Rental Car Request Form
- ✓ Delegated Authority: Branch Chief (Signature)
- ✓ Complete all required sections
- ✓ Brief summary is required in the Justification section – NOT just "SEE BELOW"
- ✓ Approved Form must be attached to travel authorization and scanned as part of the completed authorization package.
- ✓ Please NOTE that the final approval will be the AO

TAXIFAREFINDER WEBSITE

www.taxifarefinder.com

Taxi Fare Finder.com calculates how much your cab fare may cost in your city. Just type in the addresses and go!

PREMIUM-CLASS ACCOMMODATIONS

- Non Medical Delegation of Authority
  - IC Executive Officer
  - Non-Medical Authorization for Use of First class or Premium Other Than First-class Travel Accommodations:

    http://forms.nih.gov/adobe/travel/premapp8.PDF

- Medical Delegation of Authority
  - Deputy Director NIH Deputy
  - Director for Management NIH
  - Medical Conditions Authorization for Premium Class Common Carrier Travel Accommodations for Employees

    http://forms.nih.gov/adobe/travel/premapp7.PDF

NOTE:

- Coach Class ticket cost comparisons *MUST* be obtained in "any and all" instances (medical and non-medical) of authorized use of either First-Class or Business Class accommodations paid for by the Government.

- You *DO NOT* need to report or obtain coach class ticket cost data in cases of HHS-348 sponsored travel.

Manual Chapter 1500-13-00

http://www1.od.nih.gov/oma/manualchapters/management/1500/13.html

FOREIGN FLAG CARRIER

- ✓ Foreign Flag Form
  - http://forms.cit.nih.gov/adobe/travel/NH2684.PDF
- ✓ Manual Chapter 1500-03
  - Mandatory Use of United States Flag Air Carriers
  - http://www1.od.nih.gov/oma/manualchapters/management/1500/03.html
- ✓ Delegations of Authority
  - Requires ARC Director Approval
- ✓ Approved Form will be scanned and attached to travel authorization by AO

DCTD TRAVEL TEAM

Special thanks for their hard work and dedication:

Sharie Diggs
Annie Doane
Nina Holden
Paula Itnyre
Nicole Monteiro
Chiquita Savoy
Becky Wilkins