

1500 - TRAVEL POLICIES AND PROCEDURES
Issuing Office: OFM 301-496-4379 or 301-402-8831
Release Date: 1/23/06

APPENDIX 6 - SPONSORED TRAVEL REQUIREMENTS/PROCEDURES

The following requirements/procedures will apply when generating an HHS-348 action:

Special Requirements for OD Executive Level Sponsored Travel

• Specifically, for sponsored travel by the OD Executive Officer, the HHS-348 and the NIH Certification Checklist should be completed as follows:

- 1) The Deputy Director, NIH signature as the Recommending Official via off-line mechanism (i.e. NBS Travel Request Form) prior to approval of the travel authorization.
- 2) Approved Official Duty Activity Form from Ethics.
- 3) The OD Executive Officer electronic certification as the traveler.
- 4) The Deputy Director for Management, NIH signature/certification as the Authorizing Official. (An Administrative Officer from the Immediate Office of the Executive Officer may approve on-line to enter the document into the financial system).

• Specifically, for sponsored travel by the Deputy Directors/Associate Directors/Office Directors, OD, the HHS-348 and the NIH Certification Checklist should be completed as follows:

- 1) The Deputy Director, NIH signature as the Recommending Official via off-line mechanism (i.e. NBS Travel Request Form) prior to approval of the travel authorization.
NOTE: In a scenario where the above official does not report directly to the Deputy Director, NIH, the official's supervisor will effect this action.
- 2) Approved Official Duty Activity Form from Ethics
- 3) Complete travel package inclusive of the traveler's electronic certification.
- 4) The OD Executive Officer approval as the Authorizing Official.

Special Requirements for IC Director Sponsored Travel

Specifically, for sponsored travel by the IC Director, the automated version of the HHS-348 form and NIH Certification Checklist should be completed as follows:

- 1) The IC Executive Officer signature as the Recommending Official via off-line mechanism (i.e. NBS Travel Request Form).
- 2) Approved Official Duty Activity Form from Ethics
- 3) Complete travel package inclusive of the IC Director electronic certification as the traveler.
- 4) The Deputy Director for Management, NIH signature/certification as Authorizing Official. (An IC Executive Officer or Administrative Officer may approve on-line to enter the document into the financial system.

Pre-Trip Guidelines

- In accordance with DHHS Travel Manual Chapter 1-70 and the Office of Government Ethics, all required reviews and approvals should be conducted and obtained *before* NIH employees conduct travel with expenses paid by a nonfederal source.

- Once the employee receives a Letter of Invitation, email, or telephone call (documentation required) from a sponsor, he or she is to notify their supervisor immediately and send a copy of the Letter of Invitation and the Official Activity Duty Form to the appropriate IC Ethics Official for proper clearance, prior to processing a travel request.

- The employee should also notify the appropriate IC program support/administrative staff person in order to begin the automated travel system HHS-348 process.

- A complete travel package inclusive of the Certification Checklist *must* be completed and certified by the employee and then forwarded to the appropriate Authorizing Official for approval.

- All HHS-348 actions are to be processed through the NIH automated travel

system.

(NOTE: Approvals through the automated travel system generate the data into the NIH Accounting System).

- The HHS-348 **Request Package** is comprised of the signed Travel Request Form, Travel Authorization, Omega Itinerary, HHS-348, Certification Checklist (completed and certified/signed), Original Inviting Document, and approved Official Duty Activity Form from Ethics.
- The original HHS-348 **Request Package** is to be maintained in a designated location determined by the respective IC.

Post-Trip Guidelines

Upon completion of the trip, a **Voucher Package** comprised of a completed and signed/certified voucher with all necessary receipts, HHS-348 with traveler's certification/signature (may be done via eVoucher or manually), Certification Checklist, check from sponsor made payable to the DHHS/NIH (if applicable), Letter of Invitation, Official Duty Activity Form, and copy of Notification for Foreign Travel (NFT) (if applicable), *must* be submitted to and maintained in a designated location determined by the respective IC.

The sponsor's *original* reimbursement check, a copy of the HHS-348 and a copy of the Travel Voucher *must* be transmitted directly to the OFM Travel, Fellowships, and Cashier's Section, Building 31, Room B1B23. *The check should be annotated with "Sponsored Travel" and the Travel Authorization Number.*

Be sure that sponsor's original reimbursement check is clearly recognizable by attaching it to the front of the Travel Voucher.

- If total payment is In-Kind, a copy of the voucher package does not need to be submitted to OFM. However, the traveler is required to submit a voucher package to the IC Administrative Office to ensure that the data is processed in the automated travel system accordingly, and for auditing purposes.
- The Center for Information Technology will continue to generate the Semi-Annual Sponsored Travel Report which is required by the Assistant Secretary for Administration and Management/OS and the Office of Government-wide Ethics.
- Sponsored Travel records in the IC should be maintained in accordance with [NIH Manual Chapter 1743, Section 1500 "Travel and Transportation"](#).

